

12 FAM 430 MARINE SECURITY GUARD (MSG) PROGRAM

*(TL:DS-85; 11-22-2002)
(Office of Origin: DS/SPC/MSG)*

12 FAM 431 AUTHORITIES

(TL:DS-79; 09-14-2001)

a. Title 10 U.S.C. 5983 authorizes the assignment of Navy personnel to Foreign Service posts under the direct operational control of the chiefs of diplomatic missions or principal officers, or their designees, and provides the basic authority for the Memorandum of Agreement (MOA) dated August 1, 1967, between the Department of State and Department of Defense (see 12 FAM 431 Exhibit 431A).

b. The MOA cited in 12 FAM 431a authorizes the Department of State and the U.S. Marine Corps to develop, execute, and issue such policy instructions as may be required from time to time to implement their joint responsibilities in support of the MSG Program.

c. The MOA dated January 9, 2001, between the Department of State and the U.S. Marine Corps delineates authorities, responsibilities, and other terms between the Marine Corps and the Department in support of the MSG Program (see 12 FAM 431 Exhibit 431B).

12 FAM 432 PROGRAM MANAGEMENT

12 FAM 432.1 Chief, Marine Security Guard (MSG) Branch (DS/SPC/MSG)

(TL:DS-79; 09-14-2001)

See 12 FAM 431 Exhibit 431B, MOA—Section 5, paragraphs b(1)(d) and (e) and 1 FAM 262.2-4.

12 FAM 432.2 Regional Security Officer (RSO)

(TL:DS-85; 11-22-2002)

a. Under the authority of the chief of mission or principal officer, or designee, the RSO is the immediate operational supervisor of the MSG detachment for the Bureau of Diplomatic Security. This officer determines specific guard requirements and coordinates them with the Marine detachment and company commanders and with the chief of mission or principal officer. The RSO coordinates any MSG program issues or requirements with DS/SPC/MSG.

b. The RSO may, on occasion, delegate any aspect of the operational supervision of a MSG detachment to a deputy or a special agent. Such a delegation will not diminish the RSO's overall MSG program responsibility.

c. The RSO guides, assists, and supports the post security officer (PSO) (see 12 FAM 423.4, *Post Security Officer (PSO)*) in executing the duties and responsibilities of supervising a detachment at a constituent post with no resident RSO. Since the RSO retains overall responsibility for the MSG program at such posts, that officer will determine which duties are delegated to the PSO.

12 FAM 432.3 U.S. Marine Corps (USMC)

(TL:DS-85; 11-22-2002)

a. USMC responsibilities concerning MSG Program support are provided to the Department in accordance with the most recent MOA (see 12 FAM 431 Exhibit 431B).

b. Upon arrival at post of assignment, the detachment commander and individual MSGs are under the authority of the chief of mission or principal officer. The detachment commander will execute such instructions and orders, either written or oral, as the chief of mission or principal officer or the RSO issues within the parameters of the current MOA. The detachment commander reports directly to the RSO or PSO, *in the absence of the RSO*, on operational matters and on any matter adversely affecting the detachment or the security of the mission.

12 FAM 433 RSO RESPONSIBILITIES

12 FAM 433.1 Program Supervision

(TL:DS-85; 11-22-2002)

RSOs are responsible for the operational success of the MSG program abroad. They must actively support and supervise the MSG program by:

- (1) Attending and participating in the MSG's guard school;
- (2) Leading and supervising all contingency drills;
- (3) Conducting unannounced inspections of MSG posts;
- (4) Involving themselves in all inspections and official visits by Marine Corps officers to include acting as joint control officer for the visit, briefing the visiting officers, and attending all meetings with post officials;
- (5) Ensuring the detachment commander has familiarized newly assigned MSGs with the equipment and duties of a post prior to their standing watch alone;
- (6) Ensuring security implications are reviewed and addressed for social activities sponsored by the detachment or held at the MSG residence;
- (7) Keeping the detachment commander informed of pertinent threat information and any proposed changes which might affect the MSGs' work or living conditions;
- (8) Seeking and considering the detachment commander's views on matters which may affect the detachment;
- (9) Drafting all guard orders and contingency plans;
- (10) Ensuring MSGs are familiar with guard orders and contingency plans;
- (11) Representing MSG detachment interests and concerns at country team meetings, at emergency action committee meetings, and with post senior management; and
- (12) Ensuring that the MSG personnel who marry or plan to marry during their tour as a MSG are reported to DS/SPC/MSG and that all such matters are handled in accordance with the current MOA (see 12 FAM 431 Exhibit 431B).

12 FAM 433.2 Implementing Guard Orders

(*TL:DS-79; 09-14-2001*)

See 12 FAM 431 Exhibit 431B, MOA—Section 5, paragraph b (1)(h) and Section 6, paragraph h.

12 FAM 433.3 Inappropriate Assignments

(*TL:DS-85; 11-22-2002*)

a. The RSO and detachment commander must ensure MSGs are not assigned to duties outside U.S. diplomatic property except as provided under 12 FAM 433.4. DS/SPC/MSG will coordinate any approvals with the MSG Battalion.

b. The RSO and detachment commander will ensure Marines are not assigned as receptionists, couriers, mail clerks, vehicle dispatchers, switch-board operators, janitors, or any other duties that detract from their officially designated duties as approved by the MOA. Exceptions require prior approval from both DS/SPC/MSG and MSG Battalion.

c. The RSO and detachment commander must ensure MSGs are not charged with the responsibility of supervising civilian guards, although MSGs may, on occasion, direct civilian guard actions to ensure established security procedures are followed; e.g., in screening or searching procedures for visitors or vehicles.

d. Although the detachment commander may assist the RSO insofar as primary duties and capabilities allow, the RSO will ensure the detachment commander is not charged with the responsibility for any of the following:

(1) Investigative activities (does not preclude those expressly authorized by the company or battalion commander under the provisions of the Uniform Code of Military Justice (*UCMJ*));

(2) Security briefings;

(3) Control of combinations to vaults and safes containing classified material;

(4) Repair to security locks and containers; or

(5) Other post activities apart from the detachment's mission.

12 FAM 433.4 Special Duty Assignments

12 FAM 433.4-1 Principal Officer Protection

(TL:DS-79; 09-14-2001)

a. Where the life or safety of any post's principal officer is in danger and no other adequate means of protection is available, the RSO may assign MSGs to provide temporary security within that official's residence.

b. The RSO will ensure MSGs are armed and are not assigned to perform service functions which would normally be accomplished by household or mission staff.

c. The RSO will write the duties and responsibilities of the assigned Marines into the guard orders. The specific orders will define the MSG's course of action in the event of an attempted, threatened, or actual penetration of the residence. The RSO must provide a copy of the orders to DS/SPC/MSG and the respective company commander.

d. The RSO must report the circumstances requiring residential MSG coverage and the expected duration to DS/SPC/MSG in writing. DS/SPC/MSG will ensure the written report is sent to the Commanding Officer, MSG Battalion.

12 FAM 433.4-2 Post Evacuation

(TL:DS-39; 8-15-94)

The RSO will assign MSGs to such duties as may be directed by the principal officer for the protection of lives and property in the event of a post evacuation. As stated in the MOA, Marines will continue to carry out such duties until the principal officer releases the Marines.

12 FAM 433.4-3 Conferences and Delegations

(TL:DS-79; 09-14-2001)

As directed by DS/SPC/MSG, the RSO assigns Marines to provide special guard services for U.S. delegation offices for Department regional or international conferences when an armed guard must safeguard material or equipment which is classified pursuant to Executive Order 12356 and which cannot be stored overnight in a guarded facility of the U.S. mission. In situations where the arming of Marines is absolutely prohibited by host government policies or law, the RSO may still assign Marines to safeguard classified material on an exceptional basis only after notifying MSG Battalion through DS/SPC/MSG.

12 FAM 433.4-4 Dignitary Protection

(TL:DS-79; 09-14-2001)

The RSO will assign Marines to provide security support for visits by the President, Vice-President, Secretary of State or other senior U.S. Government officials, as required. Where additional personnel are required, the RSO will contact DS/SPC/MSG to arrange for additional, temporary duty MSGs.

12 FAM 433.4-5 Circumstances Requiring Immediate Action

(TL:DS-79; 09-14-2001)

a. The RSO, with the approval of the chief of mission or principal officer, may assign duties other than those previously described in this section to the Marines as may be required by urgent or security-related circumstances requiring immediate action. Such duties shall not contravene established Department or Marine Corps policy and shall not unduly jeopardize the safety or well-being of any Marine.

b. The RSO must immediately notify DS/SPC/MSG and apprise the company commander of the circumstances requiring the exceptional duty. DS/SPC/MSG will then inform the MSG Battalion and request concurrence for those particular duty assignments which will continue.

12 FAM 433.5 Disciplinary Actions

(TL:DS-79; 09-14-2001)

a. The Marine Corps has sole responsibility for disciplinary authority over all MSGs. The RSO should apprise the detachment commander of MSG infractions or other situations requiring possible disciplinary or corrective action. However, under circumstances requiring immediate action, where the detachment commander is unavailable, the RSO may relieve a MSG of duty pending the result of the Marine Corps investigation and/or disciplinary action.

b. Post personnel should report all incidents which may have security implications to the RSO. Where a MSG is involved, the detachment commander notifies the company commander. The RSO coordinates any investigation in such cases.

c. The RSO will use DS Channel communications to report MSG disciplinary actions to DS/SPC/MSG. The report should include a brief description of the incident and comments or recommendations, as appropriate. The RSO should also inform the DS/DSS legal assistant where legal advice is required or legal actions are anticipated, e.g., in MSG altercations with foreign nationals. The DS/DSS legal assistant will coordinate responses involving legal issues with the Office of the Legal Adviser (L).

d. Both the chief of mission and company commander have the authority to transfer a Marine from a given post for disciplinary reasons. Such a decision to transfer should be made in consultation with the RSO.

12 FAM 434 PROGRAM REQUIREMENTS

12 FAM 434.1 Activating, Deactivating, or Modifying an MSG Detachment

(TL:DS-79; 09-14-2001)

See 12 FAM 431 Exhibit 431B, MOA—Section 8, paragraph a.

12 FAM 434.2 Documentation

(TL:DS-39; 8-15-94)

All Marines assigned to the Marine Security Guard Program require passports to travel abroad in support of the program. Direct all requests for passports to the Bureau of Consular Affairs, Passport Services (CA/PPT), for issuance of diplomatic or official passports as appropriate.

12 FAM 434.3 Security Clearances

(TL:DS-79; 09-14-2001)

DS/SPC/MSG will track the status of security clearances based on background investigations of MSGs conducted by the Department of Defense in accordance with the MOA (see 12 FAM 431 Exhibit 431B, MOA—Section 8, paragraph b(4)).

12 FAM 434.4 MSG Assignments

(TL:DS-79; 09-14-2001)

See 12 FAM 431 Exhibit 431B, MOA—Section 9, paragraph b(2).

12 FAM 434.5 Training

(TL:DS-85; 11-22-2002)

- a. The Office of Professional Development (DS/EX/PLD) schedules:
 - (1) Training for DS special agents assigned as RSOs to posts having MSG detachments;
 - (2) Training for post security officers assigned to posts having MSG detachments;
 - (3) Briefings about the MSG Program for Department personnel with security-related responsibilities assigned to posts having MSG detachments; and
 - (4) Orientation briefings for spouses of newly assigned detachment commanders and company officers.
- b. DS/EX/PLD ensures that Marine Corps officers and enlisted personnel assigned to the MSG Program, with the exception of those assigned to MSG Battalion Headquarters and *Headquarters*, Marine Corps, complete an established course of training. Each year, the Chief, Development and Training Division (DS/PLD/DTD), and the Chief, DS/SPC/MSG, or their designees, review the course curriculum with MSG Battalion representatives. Any proposed changes require DS/PLD/DTD concurrence to become effective.
- c. DS/EX/PLD will provide advice, guidance, and instructional support to the MSG school relating to the MSG Program. DS/SPC/MSG may provide guidance, advice, and instruction, as necessary, to support DS/EX/PLD.
- d. For spouse training, see 12 FAM 431 Exhibit 431B, MOA—Section 7, paragraph d.
- e. MSGs are entitled to participate in post language programs. The RSO and detachment commander will ensure all MSGs participate in language training within the constraints of operational commitments (see 12 FAM 431 Exhibit 431B, MOA—Section 7, paragraph g).

12 FAM 434.6 Clothing

(TL:DS-79; 09-14-2001)

a. Except where the chief of mission makes an exception due to the political situation or other factors, Marines wear the prescribed Marine Corps uniform while on duty. The USMC provides the uniform clothing (see 12 FAM 431 Exhibit 431B, MOA—Section 6, paragraph f).

b. For civilian clothing, see 12 FAM 431 Exhibit 431B, MOA—Section 10, paragraph b(7).

12 FAM 434.7 Weapons

12 FAM 434.7-1 Official Duty

(TL:DS-79; 09-14-2001)

For the use or carrying of weapons while on official duty, see 12 FAM 431 Exhibit 431B, MOA—Section 6 paragraphs a(1) through (6).

12 FAM 434.7-2 Familiarization Firing

(TL:DS-79; 09-14-2001)

To maintain proficiency, Marine security guards will fire their assigned weapons every six months. This familiarization firing should be conducted at post of residence. Where this is proscribed or not possible, the RSO will request funding from DS/SPC/MSG to cover anticipated travel and per diem costs to fulfill this requirement at the most economical location for the U.S. Government (see 12 FAM 435.4). An RSO should oversee and assist with all familiarization firing.

12 FAM 434.7-3 Living Quarters

(TL:DS-79; 09-14-2001)

a. For weapons in living quarters, see 12 FAM 431 Exhibit 431B, MOA—Section 6, paragraph a(7).

b. No U.S. Government firearm may be maintained in a MSG's living quarters unless all of the following circumstances apply:

(1) The RSO determines the security situation warrants authorizing firearms in quarters;

(2) No alternative security resource is available;

(3) The chief of mission or principal officer authorizes the action as temporary;

(4) The Commanding Officer, MSG Battalion, concurs;

(5) The Director, DS/DSS/OP, approves and obtains concurrence from the DS Firearms Policy Review Board;

(6) The RSO determines and establishes safeguards, subject to DS/SPC/MSG revision, to preclude unauthorized access to such firearms; and

(7) The RSO reports safeguards in writing to DS/SPC/MSG.

12 FAM 434.8 Funding Accountability

(TL:DS-79; 09-14-2001)

See 12 FAM 431 Exhibit 431B, MOA—Section 10.

12 FAM 434.9 Threat Counteraction and/or Environmental Welfare

(TL:DS-79; 09-14-2001)

For threat counteraction and environmental welfare, see 12 FAM 431 Exhibit 431B, MOA—Section 8, paragraph d.

12 FAM 435 POST RESPONSIBILITIES

12 FAM 435.1 Diplomatic Status

(TL:DS-85; 11-22-2002)

Post will notify the receiving host government that the Marine is, at a minimum, a member of the “administrative and technical staff of the embassy,” if assigned to an embassy, or a “consular employee” if assigned to a consular post. Where Marines are not so accredited, post will promptly report the reason to the Director of Operations (PO), Marine Corps Headquarters through DS/SPC/MSG.

12 FAM 435.2 Marine Corps Offices

(TL:DS-79; 09-14-2001)

For Marine Corps offices, contact DS/SPC/MSG, and see 12 FAM 431 Exhibit 431B, MOA—Section 9, paragraph a(2)(c).

12 FAM 435.3 MSG Housing

(TL:DS-85; 11-22-2002)

- a. For MSG housing, see 12 FAM 431 Exhibit 431B *and Annex A*:
 - (1) MOA—Section 9, paragraph a(2);
 - (2) MOA—Section 10, paragraph a(2); *and*
 - (3) MOA—Section 10, paragraph b(6).
- b. *The Bureau of Overseas Buildings Operations (OBO) is responsible for payments of long-term leased property and maintenance and repairs of long-term leased and U.S. Government owned property, without reimbursement from the USMC in accordance with 6 FAM 762, Maintenance, Repair, and Custodial Responsibilities.*
- c. *DS/SPC/MSG, with reimbursement from the USMC, provides MSG program funds to OBO for short-term leased property.*
- d. *DS/SPC/MSG, with reimbursement from the USMC, funds minor maintenance and repairs for short-term leased property that are not the responsibility of the lessor under the terms of the lease or local law.*
- e. *For more information on maintenance and funding responsibilities, see 6 FAM 762.*

12 FAM 435.4 Travel and Transportation

12 FAM 435.4-1 General

(TL:DS-79; 09-14-2001)

- a. For travel and transportation, see 12 FAM 431 Exhibit 431B, MOA—Section 9, paragraph b(1) through (7).
- b. Posts assist MSG personnel in obtaining any necessary exit and transit visas for travel to their next assignment and for any other travel authorized under the provisions of this subchapter.

12 FAM 435.4-2 Official

(TL:DS-79; 09-14-2001)

For official travel, see 12 FAM 431 Exhibit 431B, MOA—Section 6, paragraph a(9) and Section 8, paragraph d.

12 FAM 435.4-3 Medical

(TL:DS-79; 09-14-2001)

For medical travel, see 12 FAM 431 Exhibit 431B, MOA—Section 11.

12 FAM 435.5 Vehicles

12 FAM 435.5-1 MSG Detachments

(TL:DS-79; 09-14-2001)

For the use of vehicles by an MSG detachment, see 12 FAM 431 Exhibit 431B, MOA—Section 9, paragraph a(2)(d).

12 FAM 435.5-2 Company Headquarters

(TL:DS-79; 09-14-2001)

For the use of vehicles at Company Headquarters, see 12 FAM 431 Exhibit 431B, MOA—Section 9, paragraph a(2)(d)(5).

12 FAM 435.6 Disbursements

(TL:DS-79; 09-14-2001)

See 12 FAM 431 Exhibit 431B, MOA—Section 10.

12 FAM 435.7 Department of State Awards

(TL:DS-79; 09-14-2001)

a. Non-monetary awards may be presented to Marine Corps personnel assigned to the Marine Security Guard Program at post in accordance with 3 FAM 4800. A monetary award may be presented to Marine Corps personnel for an innovation, invention, or scientific achievement in accordance with E.O. 11438, December 3, 1968. (See 3 FAM 4813.2c.)

b. Letters of commendation signed by the chief of mission or principal officer should be addressed to: The Commandant of the Marine Corps, Washington, DC 20380. Send a copy to the Department (DS/DSS) and the company commander.

12 FAM 436 DEVELOPING MSG ORDERS

12 FAM 436.1 Scope and Content

(TL:DS-85; 11-22-2002)

a. The RSO may cancel, revise, or draft guard orders as needed to maintain or improve MSG protection in accordance with the provisions of the current MOA (see *12 FAM 431 Exhibit 431B*).

b. The RSO shall ensure that the written orders address MSG responsibilities and procedures in:

(1) Exercising access control and providing stationary guard coverage at specified entrances within the perimeter of the mission;

(2) Employing deadly and non-lethal force;

(3) Conducting inspections within mission buildings to ensure the proper safeguarding of classified material and equipment;

(4) Writing notices of possible security violations and making security reports in accordance with 12 FAM 500;

(5) Escorting non-cleared laborers and other service personnel in or adjacent to controlled access areas where classified material is stored, handled, processed, or discussed;

(6) Conducting visual inspections of the controlled access areas to detect possible physical or technical penetrations; and

(7) Providing temporary control of controlled access areas during renovations, repairs, or emergencies.

12 FAM 436.2 Special Circumstances

(TL:DS-79; 09-14-2001)

a. The RSO shall also issue special orders, in writing, to cover specific MSG duties required in certain circumstances that require immediate action (e.g., demonstrations, terrorist activities, bomb threats, threats against lives, and evacuations). These orders will include instructions concerning the protection or destruction of classified material, as appropriate.

b. In urgent circumstances or circumstances that require immediate action, the RSO may verbally direct the detachment commander or an MSG as necessary to address security considerations.

c. The RSO will issue special classified orders, in writing, that will instruct MSGs how to handle persons seeking political asylum, particularly for those requests received after normal business hours.

12 FAM 436.3 Periodic Review

(TL:DS-79; 09-14-2001)

For periodic review of guard orders, see 12 FAM 431 Exhibit 431B, MOA—Section 6, paragraph h.

12 FAM 437 MSG DETACHMENT PROCEDURES

12 FAM 437.1 Activations

(TL:DS-79; 09-14-2001)

For activation of an MSG detachment, see 12 FAM 431 Exhibit 431B, MOA—Section 8, paragraph a(1).

12 FAM 437.2 Modifications

(TL:DS-85; 11-22-2002)

For modifications to *an* MSG detachment, see 12 FAM 431 Exhibit 431B, MOA—Section 8, paragraph a(2).

12 FAM 438 AND 439 UNASSIGNED

12 FAM 431 Exhibit 431A
MEMORANDUM OF AGREEMENT BETWEEN
THE DEPARTMENT OF STATE AND THE
DEPARTMENT OF DEFENSE PERTAINING TO
THE USE OF MARINE CORPS PERSONNEL IN
THE FOREIGN SERVICE [Excerpt]

(TL:DS-79; 09-14-2001)

THIS MEMORANDUM AGREEMENT BETWEEN THE DEPARTMENT OF STATE AND THE DEPARTMENT OF DEFENSE PERTAINS TO THE USE OF MARINE CORPS PERSONNEL IN THE FOREIGN SERVICE ESTABLISHMENT AND DERIVES ITS BASIC AUTHORITY FROM SECTION 601 OF THE ACT OF JUNE 30, 1932 AS AMENDED, 31 U.S.C. 686.

IT AUTHORIZES THE USE OF MARINE OFFICER AND ENLISTED PERSONNEL IN THE DEPARTMENT OF STATE'S SECURITY PROGRAM OVERSEAS AND AUTHORIZES THE ASSIGNMENT OF MARINE SECURITY GUARDS TO THE DIRECT OPERATIONAL CONTROL OF THE CHIEFS OF DIPLOMATIC MISSIONS, OR THEIR DESIGNATED REPRESENTATIVES.

IT RECOGNIZES THAT THE RESPONSIBILITIES OF THE DEPARTMENT OF STATE AND OF THE MARINE CORPS IN SUPPORT OF THE MARINE SECURITY GUARD PROGRAM ARE JOINT IN NATURE AND AUTHORIZES THE DEPARTMENT OF STATE AND THE MARINE CORPS TO DEVELOP, EXECUTE, AND ISSUE SUCH POLICY INSTRUCTIONS CONSISTENT WITH THE DEPARTMENT OF DEFENSE POLICY AND INSTRUCTIONS AS MAY BE REQUIRED FROM TIME TO TIME TO IMPLEMENT THIS AGREEMENT.

This agreement supersedes the previous edition dated 22 September 1955.

AUGUST 1, 1967

/s/

Under Secretary of State

/s/

Secretary of Defense

12 FAM 431 Exhibit 431B
MEMORANDUM OF AGREEMENT BETWEEN
THE DEPARTMENT OF STATE AND THE
UNITED STATES MARINE CORPS FOR
OPERATIONAL AND ADMINISTRATIVE
SUPERVISION OF THE MARINE SECURITY
GUARD PROGRAM

(TL:DS-85; 11-22-2002)

1. PURPOSE.

The purpose of this Memorandum of Agreement (MOA) is to specify the terms, relationships, and conditions for United States Marines participating in the Marine Security Guard (MSG) Program. It provides a statement of responsibilities of the Department of State (DOS) and the Marine Corps in conducting the Marine Security Guard Program.

2. BASIS FOR SUPPORT.

a. Background. The U.S. Marine Corps (USMC) has participated in the internal security and protection of U.S. embassies and consulates on a formal basis with the Department of State since 1948. The program has grown from an initial 300 Marines to its current strength of more than 1200 officers and enlisted Marines assigned to the Marine Security Guard Battalion at Quantico, Virginia, and to MSG company headquarters and detachments located at approximately 126 U.S. missions abroad.

b. Authority. The basic authority for this Memorandum of Agreement is that section of the Memorandum of Agreement between the Department of State and the Department of Defense (DoD) of August 1, 1967, which authorized the Department of State and the Marine Corps to jointly develop, execute, and issue such policy instructions as may be required to implement their joint responsibilities in support of the Marine Security Guard Program.

The provisions of this Memorandum of Agreement providing for the ordering of goods and services from the DOS with financial reimbursement from the Marine Corps are authorized by 31 U.S.C. 1535 (the Economy Act).

U.S. Department of State.

22 U.S.C. 4802. Responsibilities of the Secretary of State.

The Secretary of State delegated the functions vested by subsection (a)(2) to the Assistant Secretary for Diplomatic Security. Those security responsibilities include:

Continuation—12 FAM 431 Exhibit 431B

—Establishment and operation of post security and protective functions abroad;

—Development and implementation of communications, computer, and information security;

—Emergency planning; and

—Supervision of the U.S. Marine Corps Security Guard Program (emphasis added).

22 U.S.C. 3927. Chief of Mission (COM) Authority.

(a) Under the direction of the President, the chief of mission to a foreign country—

(1) shall have full responsibility for the direction, coordination, and supervision of all Government Executive Branch employees in that country (except for employees under the command of a United States area military commander); and

(2) shall keep fully and currently informed with respect to all activities and operations of the Government within that country, and shall insure that all Government Executive Branch employees in that country (except for employees under the command of a United States area military commander) comply fully with all applicable directives of the chief of mission.

(b) Any Executive Branch agency having employees in a foreign country shall keep the chief of mission to that country fully and currently informed with respect to all activities and operations of its employees in that country, and shall insure that all of its employees in that country (except for employees under the command of a United States area military commander) comply fully with all applicable directives of the chief of mission.

U.S. Marine Corps.

10 U.S.C. 5983. State Department: Assignment of enlisted members as custodians of buildings in foreign countries.

Upon the request of the Secretary of State, the Secretary of the Navy may assign enlisted members of the naval service to serve as custodians under the supervision of the principal officer at any embassy, legation, or consulate.

c. Designation. Marines serving under this agreement will be assigned to the Marine Security Guard Program. These Marines, except those assigned to Headquarters, USMC (HQMC), will be assigned for duty to the Commanding Officer, Marine Security Guard Battalion, Quantico, Virginia. Marine Security Guard Battalion is designated a special support activity of the Marine Corps establishment. Those Marines assigned to detachments at U.S. missions abroad are designated Marine security guards and continue to be part of the operating forces of the Marine Corps.

3. CONDITIONS FOR SUPPORT.

a. Prerequisite. The Commandant of the Marine Corps provides MSG detachments at U.S. missions abroad under the following conditions:

(1) The primary duty of the requested detachment is to provide internal security services to prevent the compromise of classified information and equipment for the chancery or principal building(s) on the diplomatic and/or consular premises. Protection of U.S. citizens and U.S. Government (USG) property is not, in itself, adequate justification for the assignment of Marines to a U.S. mission;

(2) The security of the mission to which a detachment is assigned is of such concern as to warrant the direct supervision of the detachment by a regional security officer (RSO), generally a trained Diplomatic Security special agent. The DOS will make every effort to assign an RSO in residence to all missions where there is a detachment. At those missions which do not have an RSO in residence, the post security officer (PSO) will assume responsibility for, and supervision of, the detachment. However, the PSO will do so in consultation with, and under the guidance of, the RSO responsible for overseeing security programs at that mission. The Department of State will ensure that the responsible RSO visits the post on a frequent basis to ensure the PSO's effective supervision of the detachment.

b. Limitation on the number of Marines assigned. The assignment of MSGs to DOS is authorized, but not mandated, by law. Accordingly, the Commandant of the Marine Corps is the final authority for determining the overall number of Marines authorized for the MSG Program. MSG Battalion, will routinely inform DOS's Marine Security Guard Branch (DS/SPC/MSG) of projected MSG school class sizes, graduation dates and other staffing issues such as projected shortfalls.

4. MISSION OF MARINE SECURITY GUARDS.

The primary mission of Marine security guards is to provide internal security services at designated U.S. diplomatic and consular facilities to prevent the compromise of classified information and equipment vital to the national security of the United States. The secondary mission of MSGs is to provide protection for U.S. citizens and U.S. Government property located within designated U.S. diplomatic and consular premises during exigent circumstances (urgent temporary circumstances which require immediate aid or action). These detachments will be prepared to execute plans for the protection of the mission and its personnel as directed by the chief of mission or principal officer. Under certain emergency situations defined herein, they will provide special protective services to the chief of mission or principal officer.

5. EXECUTION.

a. Concept of Operations. The Marine Corps will assign detachments to those U.S. diplomatic and consular facilities identified by the Department of State. The DOS will establish and exercise supervision and operational control of MSG detachments through both oral and written instructions, as appropriate. The DOS will provide for the logistical support of the detachments (See Annex A) and their company headquarters, except for logistical support for the MSG Battalion addressed in section 5b(2)(e). Mission security is the responsibility of the chief of mission or principal officer, who exercises this control and supervision through the RSO or PSO. The Marine Corps, in concert with the Department of State, will select and train the Marines assigned to this program. The Marine Corps will advise the Department of State on issues concerning the proper utilization, morale, welfare, safety, conduct and appropriate living conditions of MSG detachments and will ensure that policies concerning these issues are consistent with those of the Department of Defense and the Department of State.

b. Organization for Operations.

(1) U.S. Department of State.

(a) Assistant Secretary (A/S) of State for Diplomatic Security (DS). The Assistant Secretary of State for Diplomatic Security is the officer within the Department of State who has been delegated broad supervisory responsibility for the domestic and overseas security programs, including the MSG Program. The Assistant Secretary will establish a policy framework and delegate such authority as is necessary to maintain these programs.

(b) The Principal Deputy Assistant Secretary (P/DAS) and Director of the Diplomatic Security Service (DS/DSS). At the direction of the Assistant Secretary and pursuant to the P/DAS' responsibilities for DS operations *abroad*, the Director may exercise the same authorities on behalf of the Assistant Secretary of State for Diplomatic Security.

(c) Director, Overseas Operations (DS/DSS/OP). The Director of Overseas Operations is the focal point and coordinator of all Diplomatic Security operational security programs abroad, including the Marine Security Guard Program.

(d) Director, Special Programs and Coordination (DS/OP/SPC). The Director, Special Programs and Coordination, directly supervises the personnel and activities of the Marine Security Guard Branch (DS/SPC/MSG), among various other DS support elements.

(e) Chief, Marine Security Guard Branch (DS/SPC/MSG). The Chief, Marine Security Guard Branch, is the officer within the Office of Overseas Operations directly responsible for the management of the Marine Security Guard Program at the Department of State, liaison between the Department of State and the U.S. Marine Corps, and coordination of the day-to-day operations of the program. DS/SPC/MSG assists the Battalion Commander in resolving situations concerning compliance with the provisions of this agreement and in resolving situations where the utilization or safety of the Marines is in question. DS/SPC/MSG determines the disbursement levels and compiles expenditure data for funds that the USMC provides DOS in support of the program. (See Annex A.)

(f) Chief of Mission or Principal Officer. The chief of mission at U.S. missions abroad is the personal representative of the President to the country of accreditation. The COM is responsible for the direction, coordination, and supervision of all U.S. Government Executive Branch employees in that country (except for employees under the command of a U.S. area military commander) and shall be kept fully and currently informed of all activities and operations of the U.S. Government within that country. The COM shall ensure that all U.S. Government Executive Branch employees in that country (except for employees under the command of a U.S. area military commander) comply fully with all applicable directives of the mission. Mission security is the COM's direct responsibility. Force protection responsibility for MSG detachments and company headquarters personnel rests with the COM. The COM will ensure the proper utilization, welfare and living conditions of the detachment assigned to the mission. The COM has ultimate operational control of all MSGs assigned to the mission.

(g) Deputy Chief of Mission (DCM). The DCM is the principal assistant to the COM. In the absence of the COM, the DCM assumes these duties and responsibilities.

(h) Regional Security Officer (RSO). The regional security officer is the principal security advisor to the COM. The RSO is the immediate operational supervisor of the MSG detachment and will ensure that they are assigned duties within the parameters set forth in this agreement. The RSO is responsible for the proper utilization, support, and safety of the MSGs. The RSO determines guard requirements and is responsible for the issuance of guard orders, operational plans and other instructions as appropriate (both oral and written) to the detachment commander (DetCmdr) and MSGs. The RSO consults and coordinates, as appropriate, with the company commanders regarding operational matters and makes recommendations to the Bureau of Diplomatic Security. The RSO coordinates with the Budget and Fiscal Officer concerning budget and fiscal activities related to the program as directed by the Director, Overseas Operations. The RSO will keep the DetCmdr informed of relevant subject matter issues discussed at Country Team, Emergency Action Committee, Counterintelligence Working Group and other meetings that would impact on MSGs and their mission. At a U.S. mission where there is more than one RSO, the senior RSO, while retaining overall responsibility and authority, may delegate some authority for day-to-day operational supervision of detachment activities to the deputy or to an assistant RSO. However, this delegation will in no way obviate access to the senior RSO by the DetCmdr, or diminish the senior RSO's responsibility for the MSG Program. Upon request and as directed by DS/DSS, the RSO will provide assistance during inves-

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tigations conducted by the USMC or the Naval Criminal Investigative Service (NCIS).

(i) Post Security Officer (PSO). At U.S. missions without a resident RSO, a PSO will be appointed as the immediate operational supervisor of the Marines. This officer will provide the guard orders, directions, and instructions for the operations of the detachment, and is responsible for the proper utilization, support, and safety of the MSGs. Under the guidance and direction of the mission's non-resident RSO, the PSO will carry out the duties described above for the RSO.

(2) U.S. Marine Corps.

(a) Deputy Commandant for Plans, Policies, and Operations (DC, PP&O). The Deputy Commandant for Plans, Policies, and Operations is the officer within the USMC who has been delegated broad supervisory responsibility for establishing a policy framework for the MSG Program. This officer will delegate such authority as is necessary to maintain this program.

(b) Director of Operations (PO). The Director, Operations Division, Plans, Policies, and Operations Department, Headquarters, USMC, is assigned the responsibility for establishing the policies, coordination, and supervision necessary to implement the MSG Program within the Marine Corps. The Director of Operations will ensure that Program policies and procedures are consistent with those of the Department of Defense.

(c) Head, Security/Law Enforcement Branch, Operations Division (POS). The Head, Security/Law Enforcement Branch, will assist the Director, Operations Division, on matters affecting the MSG Program. This officer will ensure that policies within the Program are consistent with those specified by the Commandant of the Marine Corps for the employment of security forces.

(d) Head, Marine Security Forces/Marine Security Guard Section, Security/Law Enforcement Branch, Operations Division (POS-30). The Head, Marine Security Guard Section, is the principal staff officer at Headquarters, USMC, concerned with the day-to-day coordination of issues affecting the MSG Program. This officer will monitor the overall status of the program and will interface with all Departments at HQMC on matters concerning the MSG Program. The Marine Security Guard Section will coordinate with the staff of the Commanding Officer, MSG Battalion, to ensure that timely and effective support is provided to the Battalion.

(e) Commanding Officer, Marine Security Guard Battalion. The Commanding Officer, MSG Battalion, commands the Battalion and reports to the Commandant of the Marine Corps, exercising command, less operational control, of Marines assigned to MSG detachments. This officer is responsible for the training, assignment, administration, logistical support of Marine Corps unique items, and discipline of Marines assigned to the Battalion. The Commanding Officer, MSG Battalion, commands those Marines assigned to Headquarters, Marine Security Guard Battalion, and to the Marine security guard company headquarters, and is the Director, Marine Security Guard School.

(f) Commanding Officers, Marine Security Guard Companies. Commanding officers, Marine security guard companies, exercise command, less operational

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supervision, of Marines assigned to the MSG detachments in their respective companies. They are responsible to the Commanding Officer, MSG Battalion for the continued training, personnel administration, logistical support, and discipline of Marines in their companies. They will advise the chief of mission or principal officer, regional security officer and other post management as appropriate on the proper utilization, morale, welfare, safety, conduct, and appropriate living conditions of the MSGs assigned to each mission. In accomplishing their mission, company commanders will:

- 1 Conduct command visits to each detachment in their companies as required;

- 2 Inspect each detachment under their command, usually twice annually, to ensure that the detachment is performing to the standards and regulations of the Marine Corps and the Department of State;

- 3 Recommend assignments and transfers to the Commanding Officer, Marine Security Guard Battalion, to meet special Department of State requirements;

- 4 Report to the Commanding Officer, Marine Security Guard Battalion, and advise the mission's RSO (and PSO at a mission without a resident RSO) and others, as appropriate, on matters pertaining to performance, discipline, administration, utilization, safety, training, morale, welfare, conduct, and living conditions of the detachment;

- 5 Review the allocated operations and maintenance (O&M) budget for each MSG detachment in their respective region.

(g) Marine Security Guard Detachment Commanders. MSG detachments will be assigned in support of U.S. diplomatic and consular missions in accordance with prerequisites and procedures identified within this agreement. A DetCmdr will be assigned by the Commanding Officer, MSG Battalion, to command and administer each detachment and to supervise and control MSGs both on and off duty. The DetCmdr is responsible to the COM or principal officer, through the mission's RSO or PSO, for the effective utilization, safety, morale, conduct, and welfare of the detachment and to the commanding officer of the appropriate company headquarters for its effective administration, continued training, logistical support, and administration of discipline. The DetCmdr will:

- 1 Report directly to the RSO or PSO and make recommendations for the proper utilization of the Marine security guards;

- 2 Execute such orders and instructions, both oral and written, as may be issued by the COM, RSO or PSO within the parameters set forth in this agreement;

- 3 Execute orders issued by higher Marine Corps authority within the parameters set forth in this agreement;

- 4 Participate in the planning, execution and periodic review of the detachment fiscal year budget provided by DS/SPC/MSG;

5 At the discretion of the RSO, attend Country Team, Emergency Action Committee, Counterintelligence Working Group and other meetings as appropriate.

6. COORDINATING INSTRUCTIONS.

a. Arming of Marine Security Guards. It is the policy of the Department of State and the Marine Corps that Marine security guards will be armed while on duty. The COM or principal officer is the final authority regarding weapons in country.

(1) The mission must request approval for exceptions to this arming policy to the Department of State (DS/DSS/OP), the Commandant of the Marine Corps (PO), and the Commanding Officer, Marine Security Guard Battalion.

(2) The Marines will be authorized by the COM or principal officer, as promulgated in the guard orders, the use of appropriate force, including the application of deadly force, in accordance with Department of State deadly force policy and firearms regulations.

(3) The detachment will only be armed with weapons authorized for use with the joint concurrence of the Marine Corps and the Department of State. Marine security guards will be armed with an authorized sidearm while on duty. A shotgun or rifle may be used as a tactical weapon while on duty or while responding as part of an emergency reaction force.

(4) The Marine Corps will fulfill the arming requirements of the MSG Program by reimbursing the cost of ammunition and weapons or by transferring the ammunition or custody of Marine Corps-owned weapons to DOS. DOS will take custody of the weapons and control issuing them to the DetCmdr for further issuance to the MSGs. Once issued, the RSO or a representative, will conduct a joint monthly inventory with the DetCmdr. Additionally, DOS will be responsible for all weapons maintenance and repair.

(5) Marines are prohibited from carrying weapons while off-duty unless specifically authorized by the COM and the Diplomatic Security Firearms Policy Review Board (FPRB) with the concurrence of MSG Battalion.

(6) The Department of State can provide special weapons, ammunition or equipment if requested by the RSO for emergency situations. The Bureau of Diplomatic Security will provide training on the use and maintenance procedures appropriate for these weapons prior to the weapons or equipment being issued to the detachment.

(7) Maintaining weapons in the MSG detachment living quarters or react vehicle may be authorized by the COM or principal officer with the prior concurrence of the Marine Security Guard Battalion and Diplomatic Security's FPRB. Appropriate safeguards will be established by the mission to preclude unauthorized access to such weapons. These safeguards will be reported in writing to MSG Battalion and DS/SPC/MSG for coordination with the FPRB.

(8) Privately-owned weapons will not be maintained by MSGs abroad. However, where mission policy allows USG employees to purchase personal firearms, Marines may purchase a personal firearm in accordance with that policy and host country laws. The Marine must ensure that approved storage and shipping are available prior to purchasing a firearm. Marines may only take possession of their firearm from the vendor within fifteen days of their departure date. The Marine may not retain physical possession of the firearm, but must relinquish it to the DetCmdr for storage in a manner approved by the RSO until preparing the firearm for shipment. The Marine who purchased the firearm is responsible for arranging for shipment to the United States in accordance with all applicable laws, regulations, and Marine Corps instructions. Firearms will not be shipped to a second or subsequent mission. Shipping personal firearms in the Department of State's diplomatic pouch system is prohibited.

(9) The detachment will participate in a familiarization firing (FamFire) of their assigned weapons a minimum of every six months. The Department of State will provide the fiscal data and logistical support necessary to accomplish this requirement, with reimbursement from the Marine Corps.

(10) In situations where the arming of Marines to execute the security support duties detailed in section 6c(7) is absolutely prohibited by host government policies or law, unarmed Marines may still be assigned to safeguard classified material. This will be done on an exceptional basis, and prior approval must be requested from DS and the USMC per section 6a(1).

b. Size of Detachment. Each detachment, when assigned, will have a minimum table of organization (T/O) of a DetCmdr and five watchstanders. The size and organization of each detachment will be determined by a joint DS and USMC review of the specific duties expected to be performed, the size and composition of the mission, the political, military and threat conditions in the country, and the mission's ability to properly support and utilize the Marines. The T/O should reflect an individual guard workload factor of 36 to 42 hours per week. This workload factor will be determined according to MSG Battalion standard operating procedures. At missions with 18 or more MSGs assigned to their detachments, a T/O-designated assistant DetCmdr billet may be authorized with concurrence from the Department of State. In the event of a drawdown of the mission, the detachment should not be reduced below the minimum staffing level of one DetCmdr and five MSG watchstanders.

c. Duties of Marine Security Guards. Marine security guards will be guided in their duties by written or published guard orders (see section 6h), emergency and crisis response reaction operations, the mission's Emergency Action Plan (EAP), and the Operation Plans derived from the EAP and approved by the RSO, in accordance with section 6c(13). In executing their duties, the Marines:

(1) Exercise access control and provide stationary guard coverage of the chancery or principal building(s);

(2) Conduct periodic inspections within mission building(s) where classified information is stored, handled, processed, or discussed to ensure the proper safeguarding of classified information and equipment;

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(3) Upon the discovery of improperly secured classified information, complete a Form OF-117, *Notice of Security Incident*, and make security reports as Department of State security regulations direct;

(4) Conduct interior escort of non-cleared laborers and other service personnel in controlled access areas and areas contiguous thereto. Where performance of these duties are authorized, Post One will not be left unattended at any time;

(a) Where a roving MSG post exists, within the constraints of and when operational commitments permit, MSGs can be tasked to perform interior escort of non-cleared laborers and other service personnel in controlled access areas (any area in which classified material is stored, handled, processed or discussed) and areas contiguous thereto;

(b) Where a roving MSG post does not exist, MSGs will not be assigned to escort non-cleared laborers and other service personnel inside controlled access areas and areas contiguous thereto, for scheduled maintenance, as part of their regular duties. However, MSGs may be used to escort non-cleared laborers inside the controlled access areas and areas contiguous thereto during exigent circumstances, and to conduct "char" escorts during a time prearranged with the DetCmdr, in proximity to shift changes. Hours spent conducting regularly scheduled "char" escort duties will be included in the guard workload factor;

(5) Conduct visual inspections of the controlled access areas to look for evidence of possible physical or technical penetrations;

(6) Provide temporary (for fewer than eight days in duration) control of controlled access areas, and areas contiguous thereto, during emergency renovations or repairs;

(7) Except where arming is prohibited (see section 6a(10)), provide armed security support for protection of classified material during visits by the President, Vice President, Secretary of State and other senior USG officials as required by the Department of State. In addition, provide special armed guard services for U.S. delegation offices for designated USG regional or international conferences to safeguard classified information or classified equipment;

(8) Provide temporary internal security guard protection for the chief of mission's or principal officer's residence when the life or safety of the protected official is in danger. In such instances, the duties and responsibilities of the Marines will be written into guard orders and will clearly define courses of action to be taken by the Marines in the event of a threat or actual attempt to penetrate the residence. The circumstances requiring residential MSG coverage and expected duration must be reported in writing to DS and the MSG Battalion;

(9) On an exceptional basis, receive, log and temporarily store classified material up to SECRET that will fit into an approved security container at MSG Post One (or the analogous post). If TOP SECRET, the DOS duty officer will be notified and report to Post One immediately to receipt for the material from the courier. Such instances will normally be reserved for unscheduled, non-duty hour arrivals by visitors or couriers. Classified materials thus received will be returned

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to the visitor or courier as soon as possible, or to the RSO on the first business day thereafter. All such material must be encased in a diplomatic pouch or securely double-wrapped;

(10) Perform other duties required by exigent circumstances and as directed by the COM or the principal officer, RSO or PSO. Such exigent duties shall not contravene established policies and common sense or unduly jeopardize the safety or well-being of the MSGs. The Department of State (DS/SPC/MSG) and the Marine Security Guard Battalion must be notified immediately, and concurrence requested, as appropriate;

(11) Under certain circumstances, MSGs may be assigned duties on U.S. diplomatic or consular premises, but exterior to the principal buildings. These duties must specifically correlate to the MSG's primary responsibilities. When such a requirement is identified, the guard orders must explicitly define the duties and responsibilities and not subject the MSG to undue risk. However, establishment of a permanent post is subject to the joint review process as outlined in section 8a. Where MSGs are required to conduct security inspections of areas not located on U.S. diplomatic or consular premises that store or process classified information, prior approval from both the RSO and the respective company commander is required;

(12) Continue to carry out such duties as may be directed by the COM or principal officer, RSO or PSO, in the event of evacuation of a U.S. mission. Marine security guards will perform these duties until released by the chief of mission or principal officer. At this time, the MSGs will be reassigned by the Commanding Officer, Marine Security Guard Battalion, after coordination with the Department of State;

(13) Provide special guard services in the execution of mission plans for dealing with specific emergency situations, e.g., outbreaks of violence, internal political disorders, bombs or bomb threats, threats to U.S. officials, and persons seeking asylum including:

(a) The protection of the chancery or principal building(s) as outlined in mission EAPs or as directed by the COM or principal officer, RSO or PSO;

(b) Execution of special instructions concerning the handling of persons seeking political asylum, particularly during hours when the diplomatic or consular facility is closed.

d. Inappropriate Duties.

(1) Detachment commanders will not be charged with responsibility for investigative activities, except those expressly authorized by their company commander. They further will not be charged with responsibility for security briefings; controlling combinations to sensitive vaults and safes; changing combinations to or repairing locks and containers; or entering into other duties which are not specified as part of their mission.

(2) Marine security guards will not be assigned duties outside the U.S. diplomatic or consular premises, except as noted above in section 6c, subsections

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(7), (10), (11), and (12), without prior approval of the DOS and USMC. This is in recognition of the possible legal and diplomatic consequences and the limitations of diplomatic and consular immunities.

(3) Marine security guards will not be assigned official duties as ceremonial guards, receptionists, couriers, mail clerks, vehicle dispatchers, switchboard operators, billeting clerks, janitors, drivers or any other duties that detract from their officially designated functions without the approval of their respective company commander (See Annex B).

(4) Since MSGs are prohibited from receiving compensation for off-duty employment involving duties that could be lawfully required as part of their normal duties, MSGs may only participate in off-duty voluntary employment in accordance with DODINST 5500.7R (Joint Ethics Regulations), Department of State Off-duty Employment Policy (See Annex B), and with both RSO and company commander approval.

(5) MSGs will neither be employed nor assigned duties as couriers, courier escorts, or in any other function involving the transportation of classified material. Examples of these inappropriate duties include assignment as a non-professional courier escort, employment as a PIT courier escort, and duties involving the escort of classified material to/from VIP conference sites. Exceptions to address exceptional or exigent circumstances require both RSO and company commander approval.

(6) Except for duties assigned by Marine Corps personnel and those assigned by the COM in accordance with this agreement, RSOs and PSOs will not permit other USG personnel to assign duties to the detachment.

e. Immunity Status.

(1) All Marines assigned to the MSG program abroad will be accredited to the highest possible diplomatic or consular status consistent with international law. The diplomatic mission will notify the receiving State that the Marine, at a minimum, is a member of the "administrative and technical staff" of the embassy, if assigned to an embassy, or is a "consular employee" if assigned to a consular post. It is agreed that in each case where Marines are not accredited as members of the administrative and technical staff or consular employees, the DOS will promptly report such instances to the Commandant of the Marine Corps together with the reasons therefor. It is the intention of both the Department of State and the Marine Corps to maintain the administrative and technical staff diplomatic immunity status or consular employee immunity status of Marines as the customary international practice. This practice affords the Marine a protected status consistent with the risks associated with the potential use of deadly force and, in addition, sets a common standard for the status of Marines at U.S. diplomatic or consular missions.

(2) The Department of State, the chief of mission, or the principal officer of the consular post, as the case may be, will take every appropriate step, consistent with the applicable international law, to assure that all immunities from the criminal, civil, and administrative jurisdiction of the receiving State to which MSG Program personnel are entitled are fully honored by the receiving State. In cases not cov-

ered by immunity under international law, the Department of State, the chief of mission, or the principal officer of the consular post, as the case may be, will nonetheless make every effort to protect the interests of the Marine.

(3) All Marines assigned to U.S. diplomatic or consular missions and their eligible family members (EFM) will be issued diplomatic passports for the duration of their tour of duty, it being understood that such passports alone afford their bearers no status or immunities under international law. Diplomatic or consular status and immunities are the result of accreditation to the respective country of assignment and are operative only within the territory of that State (and to a limited extent during direct transit to and from the United States or between missions to which the individual MSG is accredited). Diplomatic passports will also be issued to select Marine personnel assigned to the MSG Battalion who are frequent travelers to U.S. missions abroad in support of the MSG Program. Diplomatic passports will be issued, based upon the recommendation of the Commanding Officer, MSG Battalion, subject to coordination with DS/SPC/MSG and approval by the Bureau of Consular Affairs, Passport Services (CA/PPT). Passports will be recovered by the Marine Corps upon the completion of the tour of duty and returned to the Department of State.

f. Uniforms and Equipment.

(1) Marine security guards, when posted for duty, will be in the uniform officially prescribed by the Marine Corps. In extraordinary cases, the chief of mission may make exceptions to this general rule due to exceptional political conditions, and local prohibitions within the country. However, wearing of the Marine Corps uniform with the prescribed sidearm while on duty will be mandatory when there are no overriding circumstances to the contrary. The uniform to be worn will be prescribed by the Commanding Officer, MSG Battalion.

(2) The Marine Corps will provide the prescribed Marine Corps uniforms, ancillary equipment, and basic reaction gear to detachments, including helmets, nuclear, biological and chemical (NBC) protective equipment to include NBC suits and body armor. The Director, DS/DSS/OP, must approve the issuance of security equipment other than basic Marine Corps issue equipment to an MSG.

(3) The Marine Corps will provide for civilian clothing for Marine security guards assigned to missions where a uniform cannot be worn on duty or on liberty.

g. Investigations. All investigations involving MSGs or MSG matters will be conducted in accordance with agreements between Department of State, Department of the Navy, the Marine Corps and the Naval Criminal Investigative Service.

h. Guard Orders. Written guard orders approved by the chief of mission or principal officer, implementing security procedures will be issued by the RSO or PSO to the DetCmdr. These orders will state the duties and responsibilities to be performed by the detachment, will include specific instructions for responding to emergency situations, and will provide specific guidance for the employment of deadly force and the use of defensive weapons and equipment, among other things. These orders will be reviewed at a minimum semiannually by the RSO to ensure they are still appropriate and accurate. The company commander will review the guard orders at least semiannually to ensure compliance with this MOA.

i. Disciplinary Authority. The Marine Corps retains sole responsibility for disciplinary authority over all Marine Security Guard Program personnel and will make all reports necessary for compliance with 28 U.S.C. 535, or as otherwise required by statute, regulations, or interagency agreement. Disciplinary authority and adjudication of MSG Program personnel misconduct will be in accordance with the Uniform Code of Military Justice.

j. Policy Directives. Policy directives pertaining to this program, issued by either headquarters, must have the mutual concurrence of the Marine Corps and the Department of State.

7. TRAINING.

a. General Marine Security Guard Program. MSG Program officers and enlisted personnel will complete an established course of training agreed upon by DOS and the USMC. Refresher training may be provided by the RSO and members of the Diplomatic Security Mobile Security Division (DS/PLD/MSD).

b. Marine Security Guard School. Marines will be trained for this program at the Marine Security Guard School, Quantico, Virginia, which is a joint Marine Corps and Department of State school under the direction of the Commanding Officer, MSG Battalion. Training will follow the guidelines specified in the current edition of MCO 1500.42, Management for Marine Corps Training Institutions. The mission of the school is to provide highly trained and qualified DetCmdrs and MSGs who are capable of performing as security guards under the terms of this agreement. The Battalion Commander will approve for assignment only those Marines who possess the qualifications of integrity, honesty, and maturity to represent the United States abroad. In all matters pertaining to training criteria, the Chief, Development and Training Division, Office of Professional Development (DS/PLD/DTD), shall represent Diplomatic Security. The Chief, DS/PLD/DTD, will coordinate with the Commanding Officer, MSG Battalion, in determining the curriculum for the training. The Department of State will provide a security officer as a member of the MSG School Screening Board and security officers or other DS personnel as needed to instruct Marines on security subjects. The Marine Corps will provide the facilities, the basic instructors, and staff.

c. Marine Security Guard Officer/First Sergeant Training. MSG Battalion will sponsor and conduct a course of at least one week in duration to be given to all Marine officers and first sergeants assigned to the Program. Headquarters, USMC will ensure that the timing of Marine officer and first sergeant assignments to the Program is such that they are able to attend the course prior to their assignment abroad. The curriculum for the course will be determined jointly by MSG Battalion and DS. The Bureau of Diplomatic Security will provide security officers to assist in instructing on security subjects and to provide instruction on the composition and function of a diplomatic or consular mission, an overview of the Department of State's worldwide security program, and a security briefing on the geographic area to which the officer or first sergeant is being assigned.

d. Spouse Training. The DOS and MSG Battalion will sponsor a one-week orientation program in the Washington, DC area for spouses accompanying DetCmdrs and company officers/first sergeants abroad. The Department of State

will fund the course with reimbursement from the Marine Corps. The Marine Corps will directly fund the spouses' travel and per diem expenses.

e. Security Officer Training. RSOs who are DS special agents have received basic agent training, in-service and specialized training. They must also successfully complete the RSO course prior to assignment abroad. DS officers will undergo training on the operational supervision, logistical, and administrative support of the detachment as part of the RSO course curriculum. Certain RSOs, as designated by DS/DSS/OP, will be certified by the DS Training Center as Firearms Instructors. PSOs are given a dedicated course of instruction on their responsibilities for the supervision and leadership of the detachment. This training is provided by the Department of State without reimbursement from the Marine Corps.

f. Chief of Mission/Deputy Chief of Mission Training. Newly appointed COMs/DCMs will be offered instruction on the mission, functions, organization, personnel, and logistical support of the MSG Battalion and of the detachment assigned to their missions. This briefing will be conducted by the Commanding Officer, MSG Battalion, or a designated representative at the DS Training Center in Dunn Loring, Virginia; at the Department of State in Washington, DC at the MSG School at Quantico, Virginia; or at a location convenient to each COM/DCM prior to their departure. (COMs/DCMs are routinely offered specialized briefings by the DS Training Center.)

g. Language Training. In countries where English is not the primary language, the DOS will provide mission-oriented language instruction to the detachment and company headquarters Marines at their mission of assignment. In primarily English-speaking countries where missions provide instruction in other commonly-spoken languages, MSGs and company headquarters Marines will be afforded the same language opportunities. The RSO and DetCmdr will ensure the participation of the MSGs in the training within the constraints of operational commitments. Family members may be provided language training on a space available basis at no additional costs to the MSG Program. The DOS will fund language training with reimbursement from the Marine Corps.

h. Specialized Training. MSG Battalion will provide a specialized course of instruction for all MSGs assigned to posts at the critical counterintelligence threat level on the Department of State's Security Environment Threat List (SETL). The Director of the Diplomatic Security Service, with the concurrence of the Commanding Officer, Marine Security Guard Battalion, may also require MSGs to receive this specialized training before assignment to some missions at the high counterintelligence threat level. MSG Battalion will develop the course in coordination with the Office for Investigations and Counterintelligence (DS/DSS/ICI) and the DS Training Center.

8. ADMINISTRATION.

a. Procedures for activating, deactivating, or modifying a Marine Security Guard Detachment or Company Headquarters. The Bureau of Diplomatic Security chairs a working group for the purpose of planning for activating and deactivating MSG detachments. Participants include representatives of the Marine Corps; the Office of the Comptroller, Department of Defense; the Center for Security Evaluation; and the Department of State's Bureau of *Resource Management (RM)*, *Bureau of Overseas Buildings Operations (OBO)*, and respective regional bureaus.

(1) Marine Security Guard Detachment Activations. The following procedures will be used to activate a detachment:

(a) The Director, DS/DSS/OP, will request in writing to the Marine Corps that a detachment be provided for a specific mission not later than 180 days prior to the desired activation of the detachment.

(b) The RSO and the company commander, or their designated representatives, will visit the proposed mission and conduct a joint requirements survey (JRS). The RSO will determine the number of guard posts required, the recommended date of activation, the specific duties expected of the detachment; the political, military, and terrorist threat conditions in-country; a counterintelligence assessment; suitability of the proposed Marine house and detachment commander's quarters; and the mission's ability to properly support and utilize the detachment. The company commander will determine the number of watchstanders and supervisors required to staff the detachment, based on the number and type of guard posts required, including the guard workload factors. The company commander will approve proposed MSG and DetCmdr quarters based on security and habitability support requirements. The company commander will complete a final JRS prior to the assignment of MSGs to ensure all activation support requirements have been completed. Every effort will be made to assign the DetCmdr and, where applicable, the RSO to the proposed mission at least 45 days prior to the target activation date.

(c) Utilizing the Supportability Checklist for MSG Detachment Activation (Annex C) and in coordination with DS and the *Bureau of Overseas Buildings Operations (OBO)*, designated missions abroad will make every effort to ensure the timely accomplishment of the required pre-activation actions, which would minimize the number of JRS visits required. The Marine Corps will fund the company commander's initial and final JRS.

(d) The RSO and company commander will forward a consolidated proposal to HQMC and DOS.

(e) In the proposal review process, the Assistant Secretary for Diplomatic Security, in consultation with the Deputy Commandant for Plans, Policies, and Operations will reconcile any differences and establish the appropriate level of security necessary to support the operations of the U.S. missions abroad.

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(f) The Secretary of State has the final authority regarding detachment activations, within the constraints of the Marine Corps' established personnel and funding ceiling.

(2) Marine Security Guard Detachment Modifications. Any requests by DOS or the USMC for personnel increases or decreases in existing detachments will be the subject of a joint review and will be promptly forwarded to DS/SPC/MSG, HQMC (POS), and MSG Battalion for action.

(3) Marine Security Guard Detachment Deactivations. DS/SPC/MSG will keep working group members apprised of DOS plans to deactivate any MSG detachment. The Director, DS/DSS/OP, will provide Headquarters, USMC, and MSG Battalion with written notification not later than 180 days prior to the desired deactivation date. The Secretary of State has the final authority regarding detachment deactivations.

(4) Marine Security Guard Company Headquarters. Establishment or relocation of an MSG company headquarters, or modification of the T/O of an existing one, will be coordinated with the DOS and the COM at the applicable mission(s). The same procedures followed for activating or modifying a detachment will apply. MSG company headquarters will be established as necessary by the Commanding Officer, Marine Security Guard Battalion, after consultation with HQMC and DOS. Approval authority will be obtained from the COM and DOS. Prior to a company headquarters being evacuated as nonessential from a U.S. mission, the decision will be discussed and coordinated with HQMC and DOS.

(5) Joint Post Review. All detachments and their component posts will be jointly reviewed by the RSO and company commander during the detachment's semiannual inspection. This review will ensure that the needs of the mission are still being met, that such guard posts at the mission still meet the requirements specified in section 3a(1), and that there are sufficient Marines allocated by T/O to perform required duties. Any recommendations resulting from the review will be promptly forwarded to DS/SPC/MSG, HQMC (POS), and MSG Battalion for action. A copy will be attached to the semiannual inspection report.

b. Personnel Assignments.

(1) Assignments for officer and enlisted personnel will be made by the Commanding Officer, MSG Battalion.

(2) Reassignments or transfers within the Program will be restricted to:

(a) Reassignment after completion of a first tour of duty on the Program;

(b) Meeting special needs of the Program, e.g., emergency needs at another mission, but only with prior concurrence of the Chief, DS/SPC/MSG;

(c) Meeting T/O shortages when Marines are not available from the MSG Battalion. Such assignments must receive prior clearance by the Chief, DS/SPC/MSG;

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(d) Circumstances affecting the personal safety or health of the Marine or the Marine's family.

(3) Except in extreme emergency conditions, a Marine will not be transferred from a given mission for disciplinary or medical reasons without the involvement of the COM or principal officer, RSO or PSO, and the company commander. Both the COM and the company commander have the authority to transfer the Marine, but should do so only after appropriate consultation with the RSO. Marines relieved under these circumstances will not be reassigned to another diplomatic or consular mission without the written consent of the Chief, DS/SPC/MSG, and the concurrence of the Commanding Officer, MSG Battalion.

(4) Qualifications for assignment to the MSG Program. The qualifications of all personnel assigned to the Program will be established jointly by the Marine Corps and Diplomatic Security. Certain basic qualifications are listed below:

(a) The Marine Corps will ensure the certification of at least an interim TOP SECRET clearance for each Marine before assignment abroad. A final TOP SECRET clearance will normally be certified within six months. In cases where a final TOP SECRET clearance cannot be granted within the six-month period specified, DS/SPC/MSG will be provided a status of the investigation and a determination will be made at that time to retain or release the Marine from the Program.

(b) All Marines will have sufficient time remaining on their current enlistment at the time of their first assignment to complete the tour length designated in the Tour of Duty section (8c) of this agreement.

(c) Subject to the determination of the Department of State, detachment commanders and T/O-designated assistant detachment commanders are authorized to have EFMs accompany them on their tour abroad. Personnel assigned to the company headquarters in the grade of staff sergeant and above may also be accompanied by EFMs.

(d) Marines who are authorized to have EFMs and who intend to marry a foreign national must inform both the company commander and the RSO at least 120 days prior to the expected date of marriage. Marriage to a foreign national after assignment to the Program without DOS and USMC approval constitutes cause for relief from the MSG Program.

(e) All MSGs in the grade of sergeant and below will be single and will agree to remain single during their tour on this Program. Marriage while on this Program will disqualify the Marine for continued duty in the Program.

(f) Prior to the Marines' (and their EFMs, as applicable) departure for a U.S. mission abroad, the Marine Corps will arrange for the required physical examinations, inoculations, dental care, and any other evaluations deemed appropriate by competent medical authority in accordance with the guidelines established in NAVMEDCOM Instruction 1300.1b (Suitability Processing for Overseas Assignment of Navy and Marine Corps Members and Their Accompanying Dependents).

c. Tour of Duty. Marines are normally assigned to MSG Battalion for: thirty-six (36) months for detachment commanders and T/O-designated assistant detachment commanders (eighteen (18) months at each of two different missions); and thirty (30) months for sergeants and below (fifteen (15) months at each of two different missions). This may be adjusted with the written advice and consent of both the USMC and DS. At certain designated hardship or high threat missions, the tour of duty may be reduced to less than fifteen months, provided both the USMC and DS concur. Likewise, on a case-by-case basis, MSGs may be extended in their positions based on exigent circumstances or other good cause, subject to the concurrence of the USMC and DS.

d. Threat Counteraction/Environmental Welfare.

(1) For missions at the critical counterintelligence threat level on the SETL, DS/SPC/MSG may authorize and fund, with reimbursement from the Marine Corps, travel and per diem to designated locations for a period of special temporary additional duty (Special TAD). This Special TAD will consist of a period of relaxed duty every six months, and must be taken in a country that does not have a mission at the critical counterintelligence threat level on the SETL.

(2) At missions with a reduced tour length or extreme hardship conditions, Marines who do not otherwise qualify for a Special TAD are authorized one specified period of relaxed duty in accordance with the Special TAD provisions above.

(3) Marines may choose to take the Special TAD at locations other than those specified by the Department of State, but the individual Marine will pay any difference in cost between the requested destination and the specified location. This Special TAD may be combined with periods of training, such as FamFire, or administrative processing, if approved by the respective company commander. In these instances, the Special TAD will not begin until all administrative and/or training actions are completed.

(4) Eligible family members of detachment commanders and T/O-designated assistant detachment commanders at specified missions will be authorized transportation costs in accordance with the above Special TAD provisions.

e. Relationships and contacts with Foreign Nationals. All Marines assigned to the MSG Program abroad will report their relationships and contacts with foreign nationals in accordance with MSG Battalion instructions and guidance. MSG Battalion will ensure that the policy which requires these Marines to report relationships with foreign nationals and the policy for contact reporting are each consistent with or more stringent than the Department of State's policies detailed in the Foreign Affairs Manual (FAM). (See Volume 3, subchapter 4100, appendix B, *Employee Marriage Equivalent Bonds, and Cohabitation*, and volume 12, subchapter 262, *Security Awareness and Contact Reporting*.)

9. LOGISTICAL SUPPORT.

a. U.S. Department of State.

(1) Administrative Officer (AO). The officer in charge of administration is responsible to the COM/DCM for all administrative services of the mission. The administrative officer will ensure that proper support for the welfare and living conditions of the detachment is provided by the mission of assignment. The administrative officer will also ensure that quarterly updates of the MSG budget are provided to the detachment commander.

(2) The Department of State's responsibilities listed in the following provisions of this subsection are provided with reimbursement from the Marine Corps except for long-term leases and U.S. Government-owned property, and maintenance and repair of such properties and other MSG related International Cooperative Administrative Support Service (ICASS) costs (See Annex A) which Department of State will fund directly without reimbursement from the Marine Corps.

(a) Quarters.

1 It is the Department's policy to include Marine security guard quarters on all new embassy compounds. Any deviation from this policy must be approved by the Department of State's Under Secretary for Management. Marine quarters should be included on all new office building (NOB) projects already underway. Single enlisted Marines within detachments will normally be quartered together in a fully furnished USG-owned, leased, or otherwise held Marine house. Every effort must be made to ensure full compliance with 12 FAH-6 when considering new MSG residences. These quarters will include adequate single bedrooms with sufficient storage for clothing. The common living spaces will be sufficient in size to accommodate the entire detachment, as well as a reasonable number of guests. Housing will, at a minimum, conform to the standards prescribed in the Office of Foreign Buildings manual on the MSG Quarters Building Program. In those instances where, due to the physical limitations of the local environment or the requirements of operational security, the Marine house cannot in good faith meet or be made to meet the prescribed standards, the mission will request an exception to the MSG housing requirements from the *Bureau of Overseas Buildings Operations (OBO)* via the Chief, DS/SPC/MSG and the company commander. This exception will be revisited annually by the company commander, RSO and other mission officials.

2 The Department of State will provide for all maintenance and utilities for the Marine house and grounds. Additionally, the DOS will provide all furnishings as required by 6 FAM 772.5, e.g., complete furnishings, glassware, tableware, kitchen utensils, table linens, bed and bath linens, cooking and cleaning gear, light bulbs, and potable water (See Annex A). The DOS will provide purifiers or bottled water for the Marine house at missions choosing those options among available alternatives in order to provide drinking water having acceptable contaminant levels within EPA drinking water standards.

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3 The Department of State will provide, to the extent possible, assistance to MSG detachments in drafting contractual agreements with local nationals in the hiring of domestic help. The DOS will fund, with reimbursement from the Marine Corps, the cost of the initial and annual/semiannual physical exams and tests for cooks and other personnel associated with food preparation employed for the bachelor enlisted quarters (BEQ).

4 The Department of State will provide separate, fully furnished, USG-owned, leased, or otherwise held housing for:

a T/O-designated assistant detachment commanders who are staff non-commissioned officers,

b Detachment commanders, and

c Company headquarters personnel abroad in the grade of staff sergeant and above.

This housing will be in accordance with published DOS guidelines pertaining to allocation of residential space and provisions in 6 FAM 728.4-1. The DOS will provide for all maintenance, utilities, and other support for these residences consistent with support provided for other basic housing.

5 The Department of State will provide fully furnished USG-owned, leased, or otherwise held quarters for single enlisted Marines assigned as company clerks to MSG company headquarters abroad. The missions will provide for all maintenance, utilities, and other support that is typically provided for other basic housing, including the same furnishings and potable water. Company clerks will also be provided with the same type of basic flatware, glassware, china, kitchen utensils, cookware, bed linens and towels, cooking and cleaning gear, and light bulbs provided to the consolidated MSG quarters.

(b) Emergency Response Capability.

1 Location of Quarters. Threats of mob violence or other crisis contingencies require the quick response capability of the detachment. Toward this end, consideration must be given to the selection of the Marine house, detachment commander and T/O-designated assistant detachment commander's quarters to ensure an optimum response time of approximately 10 to 20 minutes. Detachment commanders will maintain emergency recall rosters to meet requirements for emergency response.

2 Residential Telephones. The U.S. mission to which MSG detachments and company headquarters are assigned will provide a telephone for all Marine residences in order to ensure a quick emergency response capability. The use of post-provided telephones is limited to official calls only, and to personal calls provided that the additional expense will be borne by the individual Marine. The USMC will reimburse DOS for the cost of these telephones and charges for official calls.

3 Reaction Equipment Storage. Adequate space will be provided in close proximity to MSG Post One in each chancery for the storage of and easy access to quick reaction equipment. This space will include a weapons storage safe or vault, clearing barrel, and storage space for other special reaction equipment, such as flak gear and helmets. This space will be separate from the detachment commander's office in accordance with section 9a(2)(c)1 and be provided by DOS without reimbursement from the Marine Corps.

4 Alternate Emergency Recall System. Where authorized or allowed by the host country, the mission will provide an alternate emergency recall system for each Marine, such as cellular telephones, pagers or radios, which will be funded by DS/SPC/MSG with reimbursement from the Marine Corps.

(c) Office Space for MSG Company Headquarters and Detachment Commanders.

1 At U.S. missions and domestic facilities where MSG company headquarters are located, the DOS is responsible for providing adequate office space. Adequate office space will also be furnished for the DetCmdr. This office space will be separate from designated change/react rooms provided to support detachment operations. DOS will provide these spaces without reimbursement from the USMC.

2 U.S. missions and domestic facilities supporting a detachment commander's office or company headquarters office will provide, with reimbursement from the Marine Corps, office furniture and equipment, telephone services for official use, and expendable supplies. Computer equipment support provided detachment commanders and company headquarters will be comparable and compatible with equipment provided other offices.

3 U.S. missions and domestic facilities will also provide electronic mail capabilities, postage, and other means utilized to send official mail and correspondence with reimbursement from the Marine Corps. Marines are responsible for their personal mail, but will have access to mail services generally available to other mission personnel.

(d) Local Transportation.

1 Department of State will provide each detachment with a dedicated vehicle 24-hours per day, seven days per week (24/7), to be utilized for official duties, training, and unit recreation. The vehicle will remain in a location suitable for quick response and will be equipped with communications into the emergency net. DS/SPC/MSG will fund detachment vehicle purchases with reimbursement from the Marine Corps. The missions will provide an alternate vehicle to maintain 24-hour vehicle support whenever the dedicated vehicle is nonfunctional.

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2 The Department of State will provide, with reimbursement from the Marine Corps, dedicated driver support for the detachment 24-hours per day, seven days per week. The RSO will approve all drivers supporting the detachment to ensure that operational requirements are satisfied. When an RSO, with the concurrence of the company commander, determines that the 24-hour per day driver support is impractical, the mission will ensure that a combination of dedicated driver support, duty driver support, and public transportation is adequate for the operational, emergency response (REACT), and recreational needs of the detachment. In these cases, during times that dedicated driver support is not available, the MSG vehicle will be parked at the BEQ and used only for an emergency response. Any deviation from 24/7 dedicated driver support requires DS/SPC/MSG and MSG Battalion approval. The mission of assignment is responsible for providing liability and collision insurance in accordance with 6 FAM 228.4, with reimbursement from the Marine Corps.

3 Vehicle and driver requirements for unit recreational purposes and other official travel out of the quick response zone (determined by the responsible security officer) will be provided by the mission from available resources. If vehicle and driver requirements are unavailable to support unit recreation requirements, the Marines will be reimbursed for the cost of public conveyance taken for unit recreational purposes. The Marine Corps will reimburse DOS for these public conveyance costs.

4 U.S. missions will provide, on an if-available basis, their detachments with a vehicle and driver each month on a mutually agreed upon, pre-arranged day to obtain food provisions from U.S. military installations and commercial vendors located within one-day's travel.

5 The Department of State will provide a dedicated vehicle to those missions which have MSG company headquarters attached for each company's official use. DS/SPC/MSG will fund MSG company vehicle purchases with reimbursement from the Marine Corps. If a dedicated vehicle is not in place, vehicle requirements for the MSG company headquarters will be provided from the mission's motor pool. A mission without a dedicated company vehicle will reimburse company clerks for taxi chits when a motor pool vehicle is unavailable for company use. The Marine Corps will reimburse DOS for these chits.

6 U.S. missions will provide, on an if-available basis, a vehicle for use by the detachment commanders or T/O-designated assistant detachment commanders for pre-arranged, unannounced inspections of Marine guard posts and the BEQ, react drills, the transportation of official Marine visitors, and other specific official use while their personally-owned vehicles are in transit.

7 If guests or family members of the detachment are to ride in the Marine vehicle, the detachment must have third party liability insurance. The final determination regarding the acquisition of third party insurance lies upon the chief of mission or principal officer at each specific mission. The intent of the Marine vehicle is for operational and recreational needs.

(e) Other Services and Benefits to Marines and their Eligible Family Members.

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1 Subsistence Supply. The Department of State will make available to the Marines the same sources of supply for subsistence and mission exchange articles as are sponsored by the DOS for its Foreign Service personnel. This will include any privileges enjoyed by non-diplomatic staff personnel of the Foreign Service.

2 Pouch Services. The use of unclassified DOS diplomatic pouches for the transmission of personal mail, where FPO/APO services are unavailable, will be provided to the Marines and their EFM's.

3 Emergency Evacuation. Emergency evacuation travel, including the movement of emergency personal effects and allowances for Marines and their EFM's while en route to, at, and returning from the temporary location (safehaven) or designated place is chargeable as though they were State personnel, directly to the Department of State without reimbursement from the Marine Corps.

b. U.S. Marine Corps.

(1) Transportation. Travel arrangements of Marines to their initial assignment will be arranged by the Marine Corps. The mission Transportation Officer will arrange all subsequent travel. All transfers will make use of the most economic air transportation, including military air transportation services, special military rates as are available from commercial airlines, or USG contract air carriers, where available. All travel and transportation allowances for Marines from their last permanent duty station to their initial mission, including any temporary additional duty cited in the orders, will be completely funded by the Marine Corps. Each mission will liquidate all MSG temporary additional duty travel claims at its local Budget and Fiscal Office.

(2) Assignment and Transfers. Enlisted Marine security guard per diem expenses and travel costs (including accompanied and unaccompanied baggage in accordance with authorized weight limitations as prescribed in the Joint Federal Travel Regulations, Volume I) from Washington, DC, to the U.S. mission of assignment are chargeable to appropriation "Military Personnel-Marine Corps." This includes initial assignment, reassignment within the program, and the return to the new duty station or Washington, DC (whichever is nearer) upon completion of tour. The Marine Corps will maintain their budget for MSG program assignments and transfers within FY97 levels plus applicable inflation. If costs exceed the established funding levels, the Marine Corps will coordinate with DS/SPC/MSG to identify lower operational priorities within the MSG Program to offset any shortfalls.

(3) Temporary Duty Assignments.

(a) When authorized by the Department of State, travel and per diem expenses for temporary duty assignments within the Program are chargeable to the DOS, with reimbursement from the USMC, or other using agency as appropriate and as directed in each instance by the DOS.

(b) In accordance with DOS Regulations, travel advances will be limited to 80% of the maximum allowance. Travel vouchers will be submitted within five days of completion of the temporary duty assignment.

(4) Travel for Marine Corps Matters. Temporary additional duty travel and per diem expenses of enlisted MSGs, performed in connection with Marine Corps matters, will be directly funded by MSG Battalion.

(5) Travel for Emergency Leave. Travel by government air only for emergency leave to port of entry of the United States is chargeable to the Marine Corps.

(6) Travel of Eligible Family Members. Travel of EFMs of married officers and staff noncommissioned officers is chargeable to the USMC for assignments and return from duty. Transportation of their household effects is also chargeable to the USMC. Additionally, the Marine Corps will defray the transportation costs for EFMs while serving on this duty, provided the Marine is otherwise entitled to such payments by current DoD regulations.

(7) Rates of Payment. All expenses for per diem, travel, and transportation allowances for Marine Corps personnel and their eligible family members shall be paid in accordance with rates contained in the Navy Comptroller Manual and current instructions in the Joint Federal Travel Regulations, Volume I.

10. FISCAL RESPONSIBILITIES.

a. U.S. Department of State.

(1) Except where this agreement specifically assigns DOS direct funding responsibility, DOS will fund its responsibilities for the operational support of the MSG Program, for MSG equipment, and for provisions within this agreement subject to reimbursement from the Marine Corps within the annual funding levels provided to DOS by the Marine Corps from DoD appropriations (see 10b(3)). The DetCmdr and RSO will initial all non-recurring expenditures obligating MSG funds and be provided quarterly function code 5732 status of funds reports. Any items or areas of support not specified in Annex A will require the approval of the Company Commander, MSG Battalion and DS/SPC/MSG.

(2) Payment for DOS responsibilities listed in Paragraph 10, including those subject to Marine Corps reimbursement, is the responsibility of the Department of State's local financial management officer at the mission to which the Marine is assigned or joined, as appropriate, or the Regional Finance Center when there is no financial management officer located at the mission to which assigned.

(a) DS/SPC/MSG will provide the Marine Corps with the following quarterly accounting of the DoD appropriations:

1 First quarter allotments;

2 Second quarter (Mid-year) accounting of actual expenses based upon the mission reporting and Washington-based obligations within seven weeks of the end of the reporting period;

3 Third quarter accounting update within seven weeks of the end of the reporting period; and

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4 Fourth quarter (End-of-year) accounting of actual expenses based upon the mission reporting and Washington-based obligations within seven weeks of the end of the fiscal year.

(b) The accounting reports will contain a list of the total amount of funds authorized and obligated for each U.S. mission by the cost categories listed in section 10a(2)(e) and (f) and link those categories to the Marine Corps appropriations listed in section 10b(3). Before the first day of September each year, DOS will also report to HQMC (POS) the total of projected unobligated funds or shortfalls for the current fiscal year so that appropriate adjustments can be made. DOS cannot transfer funds among the separate appropriations provided by the Marine Corps, but may request a realignment from HQMC (POS).

(c) In an effort to obtain accurate and complete budgetary information relating to the administrative support provided to the MSG detachment, a coordinated effort conducted by the budget office with input and concurrence by the DetCmdr, RSO, and where collocated, the company headquarters, is essential. In addition to the offices noted above, it may be beneficial to obtain input from the Information Management Office and GSO/Admin. This will provide the necessary opportunity for all elements involved with the MSG program to assist in the preparation of each fiscal year's budgetary requirements as well as the quarterly accounting process.

(d) Should funding levels be inadequate to fully support the provisions of this agreement, and additional DOS funding is unavailable, DS, after coordination with HQMC (POS) and MSG Battalion, will determine where shortfalls will have the least operational impact upon the overall MSG Program and inform MSG Battalion. Without additional USMC reimbursement, DOS will adjust funding levels accordingly to remain within budget.

(e) MSG Program Support Cost Categories:

Washington-based Obligations:

- 1 VIP Travel Support
- 2 Regional Workshops
- 3 Regular TAD Assignments
- 4 Emergency Access Program
- 5 Contract Speakers and Training and Materials
- 6 Weapons Maintenance and Incidental Equipment
- 7 Program Support and Administrative Costs
- 8 Weapons and Ammunition
- 9 Secondary Destination Transportation Costs
- 10 Detachment Activation Costs

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11 Vehicle Purchases

(f) Mission Controlled Categories:

Allotments for mission controlled cost categories will be provided via Diplomatic Security (DS/SPC/MSG) Function Code 5732. Obligations against these allotments should be further detailed in each mission's budget submissions as follows:

- 1 Housing-Maintenance and Repair for Short-term Leases
- 2 Housing-Residential Utilities
- 3 Housing-Residential Furniture, Furnishings and Supplies
- 4 Transportation-Driver Support
- 5 Transportation-Vehicle Fuel, Maintenance and Repair, Parts and Labor
- 6 Transportation-Public Transportation
- 7 Office Furniture, Equipment, Furnishings and Expendable Supplies
- a Emergency Recall System (Cellular Telephones and Pagers)
- b Radios
- c Computer Equipment and Internet Access

Other Miscellaneous MSG Program Support (specified):

- 1 FamFire/Special TAD (Travel/Per Diem/Fees)
- 2 Language Training
- 3 Miscellaneous Program Support
- 4 Annual/Semiannual BEQ Cook Physicals and/or other personnel associated with food preparation

(g) A direct transfer of MSG Program funds to the *Bureau of Overseas Buildings Operations (OBO)* for the costs of short-term leases will occur at the Washington, DC level. Allotments for short-term leases will be provided to each mission via an *OBO* budget code. Obligations against these funds will be further detailed in the mission's budget submissions as follows:

- 1 Housing-BEQ lease
- 2 Housing-Residential leases for detachment commander and T/O-designated assistant detachment commander
- 3 Housing-Residential leases for company headquarters personnel

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(h) Conversion of existing government-owned or long-term leased MSG residences to short-term leased residences must be approved by HQMC. If a replacement MSG residence is proposed on a short-term lease basis, the following administrative requirements must be accomplished prior to signing new leases and obligating USMC funding. These requirements do not apply to situations where both the current and proposed residences are short-term lease properties.

1 Supporting data justifying the conversion to a short-term lease will be provided to HQMC (POS-30) for review, validation and approval.

2 Sufficient funding within the Marine Corps' budgeted base level must be available.

3 DS/SPC/MSG must clear on this type of action and will obtain clearance from HQMC. The format outlined in 6 FAM 735 Exhibit 735.1 will be followed.

(i) All long-term leases for existing MSG residences will be reviewed by post at least 18 months prior to expiration to determine if future relocation or lease renegotiation is required and to allow adequate lead-time to negotiate subsequent long-term leases as required.

(j) A direct transfer of MSG Program funds to the Office of Medical Services (M/DGP/MED) for the costs of medical evacuation (travel and per diem only) of MSG detachment members, company headquarters personnel and their eligible family members will occur at the Washington, DC level. M/DGP/MED in conjunction with MSG Battalion Quantico will determine the medical evacuation requirements. Fiscal data and travel authorization will be provided to the applicable mission via M/DGP/MED.

(k) Procurement accounting:

For PMC and PANMC funding (see section 10b(3)), DOS will provide the USMC with estimates for vehicle, ammunition, and other equipment costs at least four months prior to each fiscal year. With the annual accounting report (see section 10a(2)(a)), DOS will provide actual purchase and shipping cost information by mission for vehicles and equipment, and the percentage of actual ammunition purchase and shipping costs attributable to the MSG Program. The USMC may compile actual expended ammunition information to reconcile with DOS procurement data. DOS will provide points-of-contact to research anomalies and provide specific documentation as needed.

b. U.S. Marine Corps.

(1) The Marine Corps will provide funding to DOS at a level established for FY97 by an Economy Act order. This base level will be adjusted in subsequent years to take into account inflation and any exchange rate increases or decreases. The USMC will not provide funding above these base levels unless the Marine Corps receives additional funding specifically for supporting increases in the MSG Program.

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(2) When DOS determines that the total annual cost for the categories listed in section 10a(2)(e) and (f) will exceed the USMC's budgeted base level, DOS will provide the USMC with estimates and supporting data. The USMC, with the support of DOS, will validate the amount and request the additional funds necessary to support the program. If the increase is approved, the USMC will provide DOS with the entire amount to support the MSG Program as delineated in this agreement.

(3) The USMC will transfer the total annual reimbursement of DOS costs for the MSG Program within the base funding level in one payment during the first quarter of each fiscal year via an Economy Act order under the following three appropriations:

- (a) Operation and Maintenance, Marine Corps (O&MMC)
- (b) Procurement, Marine Corps (PMC)
- (c) Procurement of Ammunition, Navy and Marine Corps (PANMC)

(4) Realigning Funds. Headquarters, Marine Corps (POS) will process DOS requests for realignment during the Program Objective Memorandum (POM) cycle, which usually requires a two-year notice. When DOS requests a realignment during the year of execution, the USMC will attempt to realign funds through Omnibus reprogramming actions.

(5) The Marine Corps will retain the Military Personnel, Marine Corps (MPMC) portion of the appropriations to pay for those costs which the Marine Corps has agreed to directly fund in accordance with this Memorandum of Agreement.

(6) Pay and Allowances.

(a) Basic Allowance for Quarters (BAQ) and Overseas Housing Allowance (OHA) will be directly funded by the Marine Corps.

(b) Basic Allowance for Subsistence (BAS). The Marine Corps will directly fund subsistence entitlements for all Marine Corps personnel.

(c) Cost of Living Allowance (COLA). The Marine Corps will directly fund COLA entitlements for all Marine Corps personnel.

(d) Temporary Lodging Allowance (TLA). The Marine Corps will assume obligation for payments of any TLA incident to the assignment of Marines to MSG detachments or company headquarters abroad as authorized by the Joint Federal Travel Regulations, Volume I.

(e) All pay, allowances, and permanent change-of-station (PCS) travel costs for Marines and their EFM's, and all travel costs for officers, are chargeable to the Marine Corps using MPMC appropriation.

(f) Payment of the above is the responsibility of the Defense Finance and Accounting Service, Kansas City Center.

(7) Civilian Clothing.

(a) The Marine Corps will provide a civilian clothing allowance to enlisted Marines assigned to the MSG program abroad. The cost per MSG will be the current allowable rate determined by DoD INSTRUCTION 1338.18.

(b) Supplementary clothing issues may be authorized for Marines who are transferred, as a result of program needs, to missions with substantially different clothing demands. Following the transfer, the gaining MSG company commander is authorized to endorse the supplementary replacement issue using established DOS Standardized Regulations listing climate zones by mission. The Marine Corps will directly fund supplementary clothing costs.

(8) Educational Requirements for Eligible Family Members. The Department of Defense Educational Activity (DODEA) is the agency responsible for providing fiscal data and enrollment assistance for the educational requirements for minor children of Marine officers, detachment and T/O-designated assistant detachment commanders, and Marines assigned to company headquarters. (See Annex D)

11. MEDICAL AND DENTAL SUPPORT.

a. Medical. Where local medical facilities are not adequate, travel and per diem costs for medical care of MSGs and their authorized eligible family members and medical attendants (if required) are chargeable to the Department of State at the mission of assignment. The Department of State Regional Medical Officer or their designated medical representative at the mission, in coordination with MSG Battalion, will determine the nearest destination where adequate military or civilian facilities are located. Where extensive medical care is required, MSGs will be returned to the Washington, DC area to reduce the cost of per diem, establish fitness for duty, and expedite required care and scheduling of medical appointments at a military treatment facility. The Marine Corps will reimburse the Department of State for authorized medical travel and per diem costs.

(1) Per diem is authorized during travel for MSG eligible family members and their designated attendants, if required, in accordance with Volume I of the Joint Federal Travel Regulations Chapter (5), Part (c), Paragraph U5240, subparagraph (G).

(2) In the case of obstetrical delivery, the eligible family member will be provided travel to the nearest suitable private or military hospital, as determined by M/DGP/MED, and return to the mission of assignment. In the event further evacuation to the United States is necessary, the mission of assignment, or Defense facilities will arrange for onward transportation to the United States from hospitals abroad. The DOS pays, with reimbursement from the USMC, transportation and per diem during travel in accordance with Volume I, of the Joint Federal Travel Regulations Chapter (5), Part (c), Paragraph U5240, subparagraph (G). DOS will fund, with reimbursement from the USMC, the travel of newborn children.

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b. Dental. Travel for required and emergency dental care for MSGs and their authorized EFMs, will be handled in the same manner as medical care where local dental facilities are inadequate. Required dental care is defined as dental treatment that cannot be postponed until leave may be taken outside of the permanent duty station and, if delayed, can reasonably be expected to result in a need for emergency dental care. Specifically excluded from the definition is prophylactic and cosmetic dental care. Emergency dental care includes any dental condition which is causing severe pain and/or for which the deferment of proper treatment would cause permanent and irreparable damage to the teeth or supporting dental structures. **NOTE:** Orthodontia is not regarded as an emergency dental condition.) If adequate local dental facilities are not available, evacuation will be provided to the nearest adequate dental facility, as determined by M/DGP/MED, in coordination with MSG Battalion. Travel and per diem will be funded by DOS, with reimbursement from the USMC, in accordance with paragraph 11a(1).

c. Medical and Dental Facilities. Members of the MSG Program and eligible family members accompanying them abroad will be provided access to existing DOS medical facilities and offices for medical and emergency dental care.

d. Medical and Dental Expenses. All medical and dental expenses for MSGs are chargeable to the Naval Medical Command in accordance with BUMED Instruction 6320.72, Non-Naval Medical and Dental Care. The Marine Corps will work with BUMED to develop a mechanism for paying the mission's medical unit costs expended for MSGs. (See sections 11a and 11b concerning travel and per diem expenses.) Authorized medical care of EFMs at missions which have no U.S. Government or military health facility will be covered under the TRICARE system as defined in DoD regulation 6010.8-R.

(1) Marine Security Guards. Where outside medical facilities are utilized to provide medical or dental services to MSGs, the care will be funded by the Department of State subject to the above reimbursement authority.

(2) Eligible Family Members of Marine Security Guards. MSGs are personally responsible for payment of charges for inpatient or outpatient care provided to their EFMs in civilian facilities or by civilian practitioners, subject, as appropriate, to reimbursement by TRICARE. MSGs are also responsible for filing TRICARE reimbursement claims. Where necessary to secure required or emergency medical services for MSG EFMs in civilian facilities or by civilian practitioners, (i.e., where guarantees of large cash payments are demanded as preconditions for provision of required or emergency medical services) the mission may agree as a matter of form to be billed on behalf of the MSGs concerned for charges incurred with reimbursement from the individual Marine.

(3) No payment by the U.S. Government for dental care, whether emergency or required, is authorized for EFMs of MSGs. Payment is the responsibility of the member and/or the TRICARE Active Duty Family Member Dental Plan. TRICARE Prime and Standard cover dental care in limited instances only.

12. SETTLEMENT OF ACCOUNTS.

a. In cases where MSGs have departed the mission of assignment with outstanding accounts receivable to the U.S. Government by themselves or their EFMs, DS and the USMC will make every effort to obtain restitution.

b. Details concerning outstanding accounts receivable should be forwarded to the Chief, DS/SPC/MSG, and the Commanding Officer, Marine Security Guard Battalion, Quantico, Virginia.

13. IMPLEMENTATION AND REVIEW.

This Memorandum of Agreement supersedes all previous agreements, and will be reviewed on a biennial basis, or at the request of either party. The Director of Overseas Operations, DS, and the Director of Operations, USMC, will negotiate resolution of any funding or operational issues not otherwise detailed in this agreement. Implementation is subject to availability of appropriated funds. This agreement is in force upon ratification by the designated representatives of the Marine Corps and the Department of State, whose signatures are affixed below.

For the Department of State:

/s/

David G. Carpenter
Assistant Secretary of State
for Diplomatic Security

Bureau of Diplomatic Security
Department of State
Date: January 9, 2001

For the U.S. Marine Corps:

/s/

Emil R. Bedard
Lieutenant General,
Deputy Commandant for Plans,
Policies and Operations
U.S. Marine Corps

Date: Januray 9, 2001

MARINE SECURITY GUARD SUPPORT/FUNDING ANNEX

Items / Services Requiring Funding	Function Code	Funding Source	USMC Reimbursement	Office Responsible	Remarks
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1. Operations And Maintenance (BEQ, Detachment Cmdr and Company Personnel Residences)**a. Residential Support****(1) Leases**

Short-Term Lease		MSG Program	yes	OBO	Direct transfer of MSG Program funds to the Office of Foreign Buildings (OBO) occurs at the Washington level
Long-Term Lease		OBO	no	OBO	
Government Owned Property		N/A	no	N/A	

(2) Utilities (electric, gas, diesel, oil, water, firewood, sewage, trash removal, etc.)

Short-Term Lease	5732	MSG Program	yes	DS/SPC/MSG	
Long-Term Lease	5732	MSG Program	yes	DS/SPC/MSG	
Government-Owned Property	5732	MSG Program	yes	DS/SPC/MSG	

(3) Maintenance and Repair

Short-Term Lease	5732	MSG Program	yes	DS/SPC/MSG	Minor maintenance and repairs up to dollar limit. Landlord should pay for normal wear and tear expenses
Long-Term Lease	OBO	OBO	no	OBO	
Government-Owned Properties	OBO	OBO	no	OBO	
Household Cleaning Supplies	5732	MSG Program	yes	DS/SPC/MSG	BEQ and Company clerk's residence
Paper Products	5732	MSG Program	yes	DS/SPC/MSG	BEQ and Company clerk's residence
Pest Control	5732	MSG Program	yes	DS/SPC/MSG	Provided to all Marine residences
Drinking Water, Potable (bottled)	5732	MSG Program	yes	DS/SPC/MSG	Provided to all Marine residences, does not include mineral water
BEQ, Janitorial and Custodial Service	N/A	N/A	no	MSG Detachment	If utilized, funded by the MSG Detachment
Cooks	N/A	N/A	no	MSG Detachment	If utilized, funded by the MSG Detachment
Cooks Semi Annual Physical Exam	5732	MSG Program	yes	DS/SPC/MSG	
Swimming Pool Maintenance including chemicals and cleaning	5732	MSG Program	yes	DS/SPC/MSG	
Snow Removal	5732	MSG Program	yes	DS/SPC/MSG	
Telephone, Hook-up and Official Calls	5732	MSG Program	yes	DS/SPC/MSG	Individual Marine pays for personal calls
Computer Equipment at BEQ	5732	MSG Program	yes	DS/SPC/MSG	Det Cmdr must provide his own computer at his residence
Internet	5732	MSG Program	yes	DS/SPC/MSG	BEQ only, funds provide for initial hook-up and monthly service fee, Individual Marine must pay any user fee

(4) Furniture/Furnishings

Living Room Furniture	5732	MSG Program	yes	DS/SPC/MSG	Dept. of State Furniture Contract GS 27F-8000 (see note #5)
Family Room /Den Furniture	5732	MSG Program	yes	DS/SPC/MSG	Dept. of State Furniture Contract GS 27F-8000 (see note #5)

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MARINE SECURITY GUARD SUPPORT/FUNDING ANNEX

Items / Services Requiring Funding	Function Code	Funding Source	USMC Reimbursement	Office Responsible	Remarks
Dining Room Furniture	5732	MSG Program	yes	DS/SPC/MSG	Dept. of State Furniture Contract GS 27F-8000 (see note #5)
Bedroom Furniture	5732	MSG Program	yes	DS/SPC/MSG	Dept. of State Furniture Contract GS 27F-8000 (see note #5)
Bar Area Furniture	5732	MSG Program	yes	DS/SPC/MSG	Provided for MSG BEQ
Patio Furniture	5732	MSG Program	yes	DS/SPC/MSG	Provided for MSG BEQ, Det Cmdr and Company Personnel
Major Appliances: Refrigerators, Freezers, Dish Washers, Washing Machines, Dryers, Cooking Ranges, Water Filtration Systems, Etc.	5732	MSG Program	yes	DS/SPC/MSG	Provided to all Marine residences
Small Appliances: Irons, Toasters, Coffee Pots, Vacuums, blenders, food Processor, Microwaves, Televisions, Stereo Systems, VCRs, etc	5732	MSG Program	yes	DS/SPC/MSG	Provided for BEQ and Company Clerks Residences Detachment Commander and other Company Staff responsible for providing their own small appliances (e.g., TV, Stereo System etc. Note: Appliances are provided for common use areas in the BEQ, not for individual rooms.
Household Service Kit which includes: Chinaware, Flatware, Utensils, Linen, Pots and Pans, Kitchen and Bathroom Accessories, Cleaning Equipment, etc.	5732	MSG Program	yes	DS/SPC/MSG	BEQ and Company Clerk's residences
Curtains, Shades, Drapes	5732	MSG Program	yes	DS/SPC/MSG	Provided to all Marine residences
Black Out Curtains	5732	MSG Program	yes	DS/SPC/MSG	MSG BEQ only
Carpets, Floor Coverings	5732	MSG Program	yes	DS/SPC/MSG	Provided to all Marine residences

b. Vehicle/Transportation Support

MSG Vehicle Replacement	5732	MSG Program	yes	DS/SPC/MSG	Funds sent via separate allotment or procured through GSA (the Vehicle Condition Report (VCR) determines replacement)
Vehicle Armoring/Labor	5732	MSG Program	yes	DS/SPC/MSG	
Vehicle Armoring/Parts	5732	MSG Program	yes	DS/SPC/MSG	
Vehicle Armoring Repairs	N/A		no	DS/PSP/DEAV	
Vehicle Shipping	5732	MSG Program	yes	DS/SPC/MSG	
Vehicle Maintenance and Repair	5732	MSG Program	yes	DS/SPC/MSG	
Vehicle Fuel/Lubricants	5732	MSG Program	yes	DS/SPC/MSG	
Taxi/Trams/Subways, etc.	5732	MSG Program	yes	DS/SPC/MSG	Taxi will only be utilized for official business and as a last resort when no other transportation means are available
MSG Vehicle Driver Support to include Salary, Overtime, Bonus, Severance Pay etc.	5732	MSG Program	yes	DS/SPC/MSG	

2. Administrative/Office Support

Telephones (official calls)	5732	MSG Program	yes	DS/SPC/MSG	
Office Supplies	5732	MSG Program	yes	DS/SPC/MSG	
Office Furniture and Equipment	5732	MSG Program	yes	DS/SPC/MSG	
Radios/Pagers/Cellular Phones	5732	MSG Program	yes	DS/SPC/MSG	
Computers/Printers/Copiers	5732	MSG Program	yes	DS/SPC/MSG	

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MARINE SECURITY GUARD SUPPORT/FUNDING ANNEX

Items / Services Requiring Funding	Function Code	Funding Source	USMC Reimbursement	Office Responsible	Remarks
Office Utilities		ICASS	no	Regional Bureau	
Pouch Services	5732	MSG Program	yes	DS/SPC/MSG	
Building Operating Expenses		ICASS	no	Regional Bureau	
Internet Service Fees	5732	MSG Program	yes	DS/SPC/MSG	
File Cabinets	5732	MSG Program	yes	DS/SPC/MSG	
Safes	5732	MSG Program	yes	DS/SPC/MSG	
Storage Shelves	5732	MSG Program	yes	DS/SPC/MSG	
Detachment Commander Office Space		ICASS	no		Provided by Dept. of State without reimbursement from USMC
Regional Company Office Space		ICASS	no		Provided by Dept. of State without reimbursement from USMC
Office Maintenance and Repair (M&R)			no		Office M&R is an OBO responsibility for U.S. Government Owned buildings and a Landlord responsibility for Short-Term leased buildings

3. Special Protective Equipment

(Where Applicable, Items Listed by Catalog Number from DS Approved Special Protective Equipment (SPE) Catalog)

Note: All SPE items are subject to availability and approval from DS/PSP/DEAV. Prior to ordering, RSO should contact DEV to get approval, determine availability and current price.

Catalog #ACC101	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post
Catalog #ACC111	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post
Catalog #ACC301	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post
Catalog #ACC311	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post
Catalog #ACC360	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post
Catalog #ACC400	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post
Catalog #ACC402	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post
Catalog #ACC411	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post
Catalog #ACC412	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post
Catalog #AMM100	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post
Catalog #AMM101	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post
Catalog #AMM111	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post
Catalog #AMM160	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post
Catalog #AMM161	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post
Catalog #AMM162	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post
Catalog #AMM163	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post
Catalog #BMB100	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post
Catalog #CLN100	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post
Catalog #CLN160	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post
Catalog #CLN200	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post

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MARINE SECURITY GUARD SUPPORT/FUNDING ANNEX

Items/Services Requiring Funding	Function Code	Funding Source	USMC Reimbursement	Office Responsible	Remarks
Catalog #CLN260	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post
Catalog #CLN300	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post
Catalog #CLN360	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post
Catalog #CLN600	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post
Catalog #CLN610	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post
Catalog #CLN620	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post
Catalog #CLN640	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post
Catalog #CLN500	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post
Catalog #HOL100	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post
Catalog #LTL100	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post
Catalog #LTL102	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post
Catalog #LTL200	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post
Catalog #LTL201	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post
Catalog #LTL220	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post
Catalog #LTL223	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post
Catalog #LTL230	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post
Catalog #RNG100	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post
Catalog #RNG110	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post
Catalog #RNG111	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post
Catalog #RES100	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post
Catalog #RES110	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post
Catalog #WPN102	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post
Catalog #WPN113	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post
Catalog #WPN160	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post
Catalog #WPN201	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post
Catalog #WPN211	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post
Labor and Parts (Maintenance and Repair)	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post
SPE Storage Containers with Pullout Cart	5732	MSG Program	yes	DS/SPC/MSG	RSO requests at Post from DS/SPC/MSG
Safes, Two and Four Drawer	5732	MSG Program	yes	DS/SPC/MSG	RSO requests at Post from DS/SPC/MSG
SPE Wall Storage Rack	5732	MSG Program	yes	DS/SPC/MSG	RSO requests at Post from DS/SPC/MSG
Key Storage Cabinet	5732	MSG Program	yes	DS/SPC/MSG	RSO requests at Post from DS/SPC/MSG

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MARINE SECURITY GUARD SUPPORT/FUNDING ANNEX

Items/Services Requiring Funding	Function Code	Funding Source	USMC Reimbursement	Office Responsible	Remarks
4. Travel Support					
MSG Rotational Travel	N/A	USMC	Direct USMC funded	MSG BN S-1	
MSG VIP Travel Support	5732	MSG Program	yes	DS/SPC/MSG	Coordinated with MSG Battalion S-1
FamFire and Special TAD Travel/Per Diem	5732	MSG Program	yes	DS/SPC/MSG	Authorized at selected posts
MSG Temporary Duty (TAD) Assignments	5732	MSG Program	yes	DS/SPC/MSG	
Travel MSG Dependents	N/A	USMC	Direct USMC funded	MSG BN S-1	
Administrative Travel (USMC Matters)	N/A	USMC	Direct USMC funded	MSG BN S-1	Official travel directed by MSG Battalion
MSG Emergency Leave Travel	N/A	USMC	Direct USMC funded	MSG BN S-1	
Medical Evacuations (Medivac) (Medical Dental)	5732	MSG Program	yes	M/MED	A direct transfer of MSG Program funds to the Office of Medical Services for the cost of medical evacuation (travel and per diem only) will occur at the Washington, DC level
5. Training Support					
Contract Speakers/spouse training	5732	MSG Program	yes	DS/SPC/MSG	Conducted at MSG Battalion, Quantico
Language Training	5732	MSG Program	yes	DS/SPC/MSG	On a space available basis, family members may be allowed to attend when no additional cost is incurred by the MSG Program
6. ICASS Support					
Det Cmdr and Company Offices Utilities		ICASS	no	Regional Bureau	
Det Cmdr and Company Offices Building Operating Expenses		ICASS	no	Regional Bureau	
Det Cmdr and Company Offices Space		ICASS	no	Regional Bureau	
ICASS Administrative Assistance		ICASS	no	Regional Bureau	
7. Miscellaneous Support					
Meals Ready to Eat (MRE)	N/A	State Department	no	Acquisitions	Provided to all personnel assigned to post
Local Medical/Dental Care	N/A	DoD/Tricare			
MSG Dependent Medical Care	N/A	DoD/Tricare			
Temporary Lodging Allowance	N/A	USMC	Direct USMC funded	MSG BN S-1	As authorized by the Joint Federal Travel Regulation
MSG Pay/Civilian Clothing Allowances	N/A	USMC	Direct USMC funded	MSG BN S-1	
Dependent Educational Allowances	N/A	DODEA		DAO	Defense Attache Office can assist/if further assistance required contact DS/SPC/MSG (See Annex D)

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MARINE SECURITY GUARD SUPPORT/FUNDING ANNEX

Items/Services Requiring Funding	Function Code	Funding Source	USMC Reimbursement	Office Responsible	Remarks
Cost of Living Allowance (COLA)	N/A	USMC	Direct USMC funded	MSG BN S-1	USMC directly funds COLA entitlements
Basic Allowance for Quarters (BAQ)	N/A	USMC	Direct USMC funded	MSG BN S-1	USMC directly funds BAQ allowance
Basic Allowance for Subsistence (BAS)	N/A	USMC	Direct USMC funded	MSG BN S-1	USMC directly funds BAS allowance
New Detachment Recurring Costs	5732	MSG Program	yes	DS/SPC/MSG	
MSG Regional Workshops	5732	MSG Program	yes	DS/SPC/MSG	Only applies to DS/SPC/MSG participation, MSG costs paid by USMC, spouse attendance paid at individual's expense
Other Logistical Support for MSG BN School	5732	MSG Program	yes	DS/SPC/MSG	Funds provided by separate allotment
MSG Emergency Access Program	5732	MSG Program	yes	DS/SPC/MSG	Only applies at specific posts, when justifiable

8. Supplies and Equipment Provided by MSG Battalion, Quantico

Black Gear

PR-24 Holder	N/A	USMC	Direct USMC funded	MSG BN S-4	
Belt Keepers 4	N/A	USMC	Direct USMC funded	MSG BN S-4	
Case, Handcuffs	N/A	USMC	Direct USMC funded	MSG BN S-4	
Belt, Sam Brown	N/A	USMC	Direct USMC funded	MSG BN S-4	
Belt Liner	N/A	USMC	Direct USMC funded	MSG BN S-4	
Ranger Key Holder	N/A	USMC	Direct USMC funded	MSG BN S-4	
Mace Holder	N/A	USMC	Direct USMC funded	MSG BN S-4	
Holster RH/LH	N/A	USMC	Direct USMC funded	MSG BN S-4	
Double Magazine Pouch	N/A	USMC	Direct USMC funded	MSG BN S-4	
PR-24 Side Handle Baton	N/A	USMC	Direct USMC funded	MSG BN S-4	
Inconspicuous Body Armor	N/A	USMC	Direct USMC funded	MSG BN S-4	

React Gear

LBV Holster AMBI	N/A	USMC	Direct USMC funded	MSG BN S-4	
Extender Holster	N/A	USMC	Direct USMC funded	MSG BN S-4	
MCU-2 Gas Masks, Hoods and Filters	N/A	USMC	Direct USMC funded	MSG BN S-4	
First Aid Kit with Pouch	N/A	USMC	Direct USMC funded	MSG BN S-4	
Thumb Strap System	N/A	USMC	Direct USMC funded	MSG BN S-4	
Helmet Cover	N/A	USMC	Direct USMC funded	MSG BN S-4	
LBV	N/A	USMC	Direct USMC funded	MSG BN S-4	
Canteen with NBC Cap, Cup and Cover	N/A	USMC	Direct USMC funded	MSG BN S-4	

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MARINE SECURITY GUARD SUPPORT/FUNDING ANNEX

Items/Services Requiring Funding	Function Code	Funding Source	USMC Reimbursement	Office Responsible	Remarks
Belt Cart	N/A	USMC	Direct USMC funded	MSG BN S-4	
PASGT Helmets/Covers/ Strap Chin/Headbands GT/Para	N/A	USMC	Direct USMC funded	MSG BN S-4	
Flak Jacket	N/A	USMC	Direct USMC funded	MSG BN S-4	
Shotgun Shell Case LBV	N/A	USMC	Direct USMC funded	MSG BN S-4	
Radio Pouch	N/A	USMC	Direct USMC funded	MSG BN S-4	
LBV Triple Speed Loader	N/A	USMC	Direct USMC funded	MSG BN S-4	
Canister Pouch	N/A	USMC	Direct USMC funded	MSG BN S-4	
Multi Purpose Pouch	N/A	USMC	Direct USMC funded	MSG BN S-4	
LBV Backpack	N/A	USMC	Direct USMC funded	MSG BN S-4	
Shield Ballistic	N/A	USMC	Direct USMC funded	MSG BN S-4	

Redundant/NBC Gear

NBC Suit with Boots and Gloves	N/A	USMC	Direct USMC funded	MSG BN S-4	
M40 NBC Mask	N/A	USMC	Direct USMC funded	MSG BN S-4	
PASGT Helmet	N/A	USMC	Direct USMC funded	MSG BN S-4	
Canteen w/NBC Cap/ cover and cup	N/A	USMC	Direct USMC funded	MSG BN S-4	

Miscellaneous Supplies and Equipment

Bottle Assembly CLP	N/A	USMC	Direct USMC funded	MSG BN S-4	
Rifle 7.62, M-14 Demilitarized	N/A	USMC	Direct USMC funded	MSG BN S-4	For ceremonial use; can not be fired
Patch Swab Cleaning	N/A	USMC	Direct USMC funded	MSG BN S-4	
Brush Cleaning	N/A	USMC	Direct USMC funded	MSG BN S-4	
Sling	N/A	USMC	Direct USMC funded	MSG BN S-4	
Rod, Cleaning	N/A	USMC	Direct USMC funded	MSG BN S-4	
Swab Holder Section	N/A	USMC	Direct USMC funded	MSG BN S-4	
Case, Lubricant	N/A	USMC	Direct USMC funded	MSG BN S-4	
Patch Cleaning	N/A	USMC	Direct USMC funded	MSG BN S-4	
Magazines	N/A	USMC	Direct USMC funded	MSG BN S-4	
Speed holder Pouch	N/A	USMC	Direct USMC funded	MSG BN S-4	
Hair Clippers	N/A	USMC	Direct USMC funded	MSG BN S-4	
34 Quart Cooler	N/A	USMC	Direct USMC funded	MSG BN S-4	
100 Quart Cooler	N/A	USMC	Direct USMC funded	MSG BN S-4	

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MARINE SECURITY GUARD SUPPORT/FUNDING ANNEX

Items / Services Requiring Funding	Function Code	Funding Source	USMC Reimbursement	Office Responsible	Remarks
Audio Tapes	N/A	USMC	Direct USMC funded	MSG BN S-4	
Military Flashlights	N/A	USMC	Direct USMC funded	MSG BN S-4	
Chem Lights Green	N/A	USMC	Direct USMC funded	MSG BN S-4	
Chem Lights Yellow	N/A	USMC	Direct USMC funded	MSG BN S-4	
First Aid and Health and Welfare Items	N/A	USMC	Direct USMC funded	MSG BN S-4	
Water Proof Bags	N/A	USMC	Direct USMC funded	MSG BN S-4	
Urinalysis Bottles	N/A	USMC	Direct USMC funded	MSG BN S-4	
Camera, Polaroid	N/A	USMC	Direct USMC funded	MSG BN S-4	
Video VHS Player	N/A	USMC	Direct USMC funded	MSG BN S-4	
8MM VCR Playback	N/A	USMC	Direct USMC funded	MSG BN S-4	
Film, Polaroid Spectra	N/A	USMC	Direct USMC funded	MSG BN S-4	
Water Purification Tablets	N/A	USMC	Direct USMC funded	MSG BN S-4	
Athletic Tape	N/A	USMC	Direct USMC funded	MSG BN S-4	
Weight Collar	N/A	USMC	Direct USMC funded	MSG BN S-4	
Tamper Proof Tape 999 EA	N/A	USMC	Direct USMC funded	MSG BN S-4	
Head Cleaner, VHS	N/A	USMC	Direct USMC funded	MSG BN S-4	
8MM Cassette Cleaner	N/A	USMC	Direct USMC funded	MSG BN S-4	
Frisbee	N/A	USMC	Direct USMC funded	MSG BN S-4	
Tennis Racket and Balls	N/A	USMC	Direct USMC funded	MSG BN S-4	
Flag Football Set	N/A	USMC	Direct USMC funded	MSG BN S-4	
Jump Rope	N/A	USMC	Direct USMC funded	MSG BN S-4	
Air Pump Manual	N/A	USMC	Direct USMC funded	MSG BN S-4	
Soccer Ball	N/A	USMC	Direct USMC funded	MSG BN S-4	
Volleyball and Net	N/A	USMC	Direct USMC funded	MSG BN S-4	
Basketball, Hoop and net	N/A	USMC	Direct USMC funded	MSG BN S-4	
Rosin Bag	N/A	USMC	Direct USMC funded	MSG BN S-4	
Gloves Weight Lifting	N/A	USMC	Direct USMC funded	MSG BN S-4	
Ball Inflation Needle	N/A	USMC	Direct USMC funded	MSG BN S-4	
Softball Equipment	N/A	USMC	Direct USMC funded	MSG BN S-4	
Incline/Flat Bench	N/A	USMC	Direct USMC funded	MSG BN S-4	
Leg Extension/Leg Curl	N/A	USMC	Direct USMC funded	MSG BN S-4	
Seated Preacher Curl	N/A	USMC	Direct USMC funded	MSG BN S-4	
Badminton Set	N/A	USMC	Direct USMC funded	MSG BN S-4	

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Game Monopoly Set and numerous other Board games	N/A	USMC	Direct USMC funded	MSG BN S-4	
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MARINE SECURITY GUARD SUPPORT/FUNDING ANNEX

Items / Services Requiring Funding	Function Code	Funding Source	USMC Reimbursement	Office Responsible	Remarks
Slant Board Sit Up	N/A	USMC	Direct USMC funded	MSG BN S-4	
Cabinet Dartboard and Darts	N/A	USMC	Direct USMC funded	MSG BN S-4	
Game Horseshoes	N/A	USMC	Direct USMC funded	MSG BN S-4	
Bicycle Exercise	N/A	USMC	Direct USMC funded	MSG BN S-4	
Olympic Weight Bar	N/A	USMC	Direct USMC funded	MSG BN S-4	
Weight Plates 2.5/5/10/25/35/45 lbs	N/A	USMC	Direct USMC funded	MSG BN S-4	
Weight Tree Plates	N/A	USMC	Direct USMC funded	MSG BN S-4	
Billiards Table, Balls and Equipment	N/A	USMC	Direct USMC funded	MSG BN S-4	
Mattress Gym	N/A	USMC	Direct USMC funded	MSG BN S-4	
Foosball Table	N/A	USMC	Direct USMC funded	MSG BN S-4	
Bench Press Adjustable	N/A	USMC	Direct USMC funded	MSG BN S-4	
Curl Bar Olympic	N/A	USMC	Direct USMC funded	MSG BN S-4	
Bag Body Training	N/A	USMC	Direct USMC funded	MSG BN S-4	
Belt Weightlifting	N/A	USMC	Direct USMC funded	MSG BN S-4	
Ping Pong Table/Paddles/Balls/Equipment	N/A	USMC	Direct USMC funded	MSG BN S-4	
Treadmill	N/A	USMC	Direct USMC funded	MSG BN S-4	
Dumbbell Rack	N/A	USMC	Direct USMC funded	MSG BN S-4	
Leg and Thigh Press	N/A	USMC	Direct USMC funded	MSG BN S-4	
Weightlifting Straps	N/A	USMC	Direct USMC funded	MSG BN S-4	
Dip Belt	N/A	USMC	Direct USMC funded	MSG BN S-4	
Case Flag	N/A	USMC	Direct USMC funded	MSG BN S-4	
Flagstaff Colors	N/A	USMC	Direct USMC funded	MSG BN S-4	
Flagstaff Guidon	N/A	USMC	Direct USMC funded	MSG BN S-4	
Stands Flagstaff	N/A	USMC	Direct USMC funded	MSG BN S-4	
Flag Organizational	N/A	USMC	Direct USMC funded	MSG BN S-4	
Flag Harness White	N/A	USMC	Direct USMC funded	MSG BN S-4	
Spearhead Section	N/A	USMC	Direct USMC funded	MSG BN S-4	
Flag National Post	N/A	USMC	Direct USMC funded	MSG BN S-4	
Reflective Vests	N/A	USMC	Direct USMC funded	MSG BN S-4	
Chevron Sgt/Cpl Plastic	N/A	USMC	Direct USMC funded	MSG BN S-4	
Chevron Sgt/Cpl Blue	N/A	USMC	Direct USMC funded	MSG BN S-4	
PR-24 Training Bags	N/A	USMC	Direct USMC funded	MSG BN S-4	

Continuation—12 FAM 431 Exhibit 431B

Supply Catalog	N/A	USMC	Direct USMC funded	MSG BN S-4	
Form Flow CD Rom	N/A	USMC	Direct USMC funded	MSG BN S-4	

MARINE SECURITY GUARD SUPPORT/FUNDING ANNEX

Items / Services Requiring Funding	Function Code	Funding Source	USMC Reimbursement	Office Responsible	Remarks
INDOOR SIMULATED MARKSMANSHIP TRAINER (ISMT)	N/A	USMC	Direct USMC funded	MSG BN S-4	
ISMT Weapons	N/A	USMC	Direct USMC funded	MSG BN S-4	For use with ISMT trainer; does not fire live ammo
Bicycles, Rough Terrain	N/A	USMC	Direct USMC funded	MSG BN S-4	
Suitcases	N/A	USMC	Direct USMC funded	MSG BN S-4	Requested from the S-4; only authorized for Company Staff

Notes:

1. Function Code 5732 – Funds that are transferred from DoD and/or USMC to Department of State (DS/SPC/MSG) for Administrative Support of the MSG Program.
2. Operations and Maintenance, Marine Corps (O&MMC) – Post has the flexibility to transfer funds within this category from one item to another to cover budget requirements, as needed.
3. Vehicle Procurement - When local procurement is requested, post must make every attempt to purchase a U.S. manufactured vehicle or a vehicle from a U.S. Affiliated Company. Exceptions will only be granted when Post can provide strong justification and approval granted by DS/SPC/MSG and A/LM/OPS/WLC/MV.
4. Driver Support – Post is required to stay within the annual amount allocated for MSG driver support, approval must be obtained from DS/SPC/MSG to exceed this amount.
5. Furniture Procurement - When purchasing furniture for the BEQ, Detachment Commander and Company Personnel Residences, Department of State Household Furniture Contract GS 27F-8000 should be utilized, especially for large furniture orders. Exceptions to this must be approved by DS/SPC/MSG. For replacement of individual items, local procurement is authorized when it is cost effective.
6. Exception Purchases – Post must contact DS/SPC/MSG when requesting items not identified from the above list. DS/SPC/MSG will coordinate these requests with MSG Battalion to determine if the purchase is authorized and funding is available.
7. Internet Costs – MSG Program funds will pay the monthly service charge. The individual Marines must pay any phone/user fees.
8. Telephone charges - MSG Program funds pays for official calls, individual Marines are responsible for payment of personal calls.
9. Cable TV - MSG Program funds will pay the initial setup costs and monthly service fees, the Individual Marines are responsible for payment of pay per view channels and specially charged events offered by the cable network such as sports, movies etc.
10. Video Tape and DVD Movies – The individual Marine is responsible for purchasing or renting the movie.

Continuation—12 FAM 431 Exhibit 431B

11. Rental Vehicles - Detachments are not authorized the reimbursement for rental vehicle use without the prior approval of DS/SPC/MSG.
12. Proceeds of Sale, MSG Property funded with 5732 Funds – Post submits a Form OF-158, *General Receipt*, to DS/SPC/MSG with all the necessary information (exchange rate, USA equivalent, fiscal data, etc.). The form is submitted to the *Bureau of Resource Management (RM)* and DS/SPC/MSG receives proper credit for the proceeds of sale.
13. Proceeds of Sale, MSG Vehicle - A *Form DS-1559, Authorization for Disposal of Vehicles*, must be issued by A/LM/OPS/WLC/MV. This is routinely sent by A/LM/OPS/WLC/MV upon shipment to post of a replacement vehicle or on notification from Post that a vehicle has been locally procured. The DS-1559 will include the following information (year, make and model, type and vin) and should be pre-printed on the form when received at Post. Post will complete all other additional information including gross proceeds, fiscal data, etc.). The form is forwarded to A/LM/OPS/WLC/MV and DS/PPB/FMP, a copy is also sent to DS/SPC/MSG. Once the DS-1559 is received by DS/SPC/MSG, it is forwarded to A/LM/OPS/WLC/MV for validation, forwarded to the *Bureau of Resource Management (RM)* and DS/SPC/MSG will receive proper credit for the proceeds of sale. Prior to requesting sale/disposal, Post must submit a Vehicle Condition Report (VCR) and get approval from DS/SPC/MSG.
14. Funds from the Disposal of Government Property – Detachments frequently turn unserviceable equipment into the GSO section for disposal. This property is sold locally and generates income. This income should be made available to the MSG detachment for procurement of additional equipment and recreational gear. This pertains to equipment purchased by the MSG Battalion Supply Officer.
15. Funds from the Disposal of Detachment Equipment - Detachments frequently turn unserviceable equipment purchased with Detachment Bar Funds into the GSO section for disposal. This property is sold locally and generates income. This income should be made available to the MSG detachment for procurement of recreational gear or household beatification items.
16. Per the MOA, Detachment Commanders and Company Personnel residences will receive support consistent with that provided to other basic post housing. (That means if swimming pool maintenance, snow removal, window cleaning, etc., is provided to other basic post housing, it should be provided to the Detachment Commander and Company Personnel residences, with reimbursement from MSG Program Funds/Function Code 5732).
17. Annual and Semi-Annual Physical – These physicals will also be provided to any other personnel associated with food preparation and employed in the Marine BEQ on a regular basis.

ANNEX B

OFF-DUTY EMPLOYMENT OF MARINE SECURITY GUARDS

PART 1 WORKFORCE ESCORT SERVICES OVERSEAS

(State 44081, dated March 9, 2000)

References: (a) DOS/USMC MOA

(b) DODINST 5500.7R (Joint Ethics Regulations)

INTRODUCTION

HR/OE in collaboration with A/OPE, DS/SPC/MSG, and the Marine Corps (USMC), has developed a process and procedure to authorize the contract employment of off-duty Marine Security Guards (MSGs) as escorts in rare instances when a post is otherwise unable to recruit cleared Americans.

BACKGROUND

Posts are required to provide cleared American escort services whenever uncleared personnel/staff are working in classified areas. Under normal circumstances these services can be provided by existing cleared American staff who work in the classified areas on a continuing basis. Significant maintenance, repair, or other construction activities in classified areas, however, require full-time cleared American escort services that cannot be met by existing staff. In these cases posts normally employ either cleared family members and/or locally resident Americans as escorts. Recently there have been some rare instances when neither family members nor other Americans have been available to perform this function.

Marine Security Guards are USG employees and provide 24-hour coverage on an on call or stand-by basis. Therefore, in order to employ a USG employee and to compensate him/her extra for duties requires a waiver from the Department (coordinated with DS and the USMC) to allow the simultaneous employment. In the event of uniquely critical and exigent circumstances at post, and in the absence of available cleared U.S. citizens and/or American family members, as an exception to Ref A, section 6d4, the Department of State may grant authority to a post to employ off-duty MSGs under personal services contracts (USPSCs) as paid workforce escorts on a limited and voluntary basis.

Approval to use MSGs will be granted only in very rare instances for limited time periods when posts are able to provide strong justification pertaining to the urgency of the projects to be completed and the lack and/or availability of obtaining or assigning American staff to perform the required escort services. Factors such as emergencies at post, the number of family members at post, and whether the post is an accompanied tour will be taken into consideration.

In accordance with directives from the Marine Security Guard Battalion, under no circumstances, repeat, no circumstances may Marines be employed off-duty other than to perform escort services. In concern of safety risks and security safeguards, this mandate strictly prohibits MSG assistance to laborers and/or construction surveillance in conjunction with the escort function. Any posts employing MSGs contrary to this policy and without Washington approval must terminate such arrangement(s) immediately.

PROCEDURES FOR REQUESTING APPROVAL

Posts should submit requests for approval of the USPSC employment of off-duty MSGs by cable to HR/OE with info to the regional/functional bureau. Posts should note that HR/OE does not have facilities to receive classified cable traffic. As with other USPSCs, posts must request delegation of USPSC authority for the escort function from their regional bureau, including concurrence from DS/SPC/MSG. Bureaus have delegated authority for USPSCs at the FP-9 and below levels. Not every request will be approved. It must be fully compatible with the MSGs primary function and status at post.

Requests for approval to employ MSGs must include the following information:

A. Description of the exigent circumstances with justification for employing MSGs as escorts. This should include the availability of cleared American staff, available U.S. citizen family members for employment, use of OBO's "CAG" contract, and any efforts made to locate other appropriate staff for the escort.

B. Statement of work or description of the proposed escort responsibilities.

C. Length of time the exigent circumstances are expected to exist and length of time the escort services will be needed.

D. The number of employees needed for the function, proposed duty schedule, and location.

E. Description of post plans to ensure that employment of off-duty Marines will not under any circumstances interfere with or detract from the officially designated MSG functions.

F. Certification that post's request has been approved by the RSO and the MSG company commander.

HIRING PROCESS AND PROCEDURES

HR/OE in conjunction with DS will issue an authorization cable upon approval of MSG escort function. Employment arrangements for off-duty MSGs is accomplished using a personal services contract (USPSC), on a when-actually employed (WAE) basis. Approval of employment of off-duty Marines must not be confused with authorization of USPSC functions which must be requested and obtained from the employing bureau.

Posts should coordinate the administrative details of the USPSC arrangements with the bureaus, via DS/SPC/MSG, and forward post bureau certification (para 6) and JF-62s containing the appropriate documentation as a complete package to FSC Charleston for processing.

CLASSIFICATION AND COMPENSATION

Upon approval, the escort functions are classified at the FP-BB level. Incumbents will be paid at step one of the American Foreign Service extended schedule. As a WAE USPSC, MSG escorts are not entitled to any employee benefits, including annual or sick leave. They are subject to U.S. Federal and State income tax withholding, and FICA and medicare contributions. Incumbents will be payrolled through FSC Charleston.

TERMINATION

In the best interest of the MSG Program, MSGs under USPSCs may be terminated at any time and for any reason by post management and/or the MSG Company Commander, in coordination with HR/OE and DS/SPC/MSG.

OTHER CONSIDERATIONS

A. Posts approved to employ off-duty MSGs as escorts must not, repeat must not, "dedicate" jobs to the MSGs. Nor may posts require Marines to accept these off-duty assignments. When the need for work exists, post is still required to conduct a recruitment process in accordance with post procedures and accept applications from all interested parties, giving preference to EFM's and veterans preference eligibles for employment opportunities.

B. As applicable, posts must notify the bureau, DS, and HR/OE of subsequent increases in the number of MSGs that are required to perform the escort function.

C. All cable traffic on this subject must bear AFSN and KMSG tags.

D. Other means of "employing" Marines, such as purchase orders and imprest fund transactions, are not/not to be used.

E. This guidance only applies to the employment of MSGs as workforce escorts. It does not apply to other types of USG positions at post, nor does it apply to other branches of the U.S. military.

F. This guidance in no way changes the present methods of funding or recruiting for security escorts.

QUESTIONS

Questions regarding this guidance should be directed to: HR/OE/HRM post support officer via email or at Tel: 202-261-8130, Fax: 202-261-8157.

PART 2 EXPANSION OF HIRING AUTHORITY

(State 216951, dated November 13, 2000)

References: (a) 00 State 44081
(b) DOS/USMC MOA
(c) DODINST 5500.7R (Joint Ethics Regulations)
(d) 3 FAM 8100, Appendix A (3 FAM 171.2)
(e) 3 FAM 8100, Appendix A (3 FAM 173 D)

INTRODUCTION

This is a follow-on to Part 1 (Ref a), which provided the special authority and procedure to employ off-duty Marine Security Guards as workforce escorts under contract in a limited capacity, under exigent circumstances, due to a post's inability to recruit cleared EFMs and resident Americans.

BACKGROUND

Over the past year, HR/OE has received numerous requests from overseas posts seeking authorization to employ off-duty MSGs as cleared American escorts under the USPSC hiring mechanism during staffing emergencies and other critical periods when cleared Americans were unavailable. After months of careful review, evaluation and subsequent approval of such USPSC employment arrangements, HR/OE in collaboration with A/OPE, DS/SPC/MSG, M/DGHR/FLO and the USMC, hereby approve the expansion of the authority to employ off-duty MSGs as USPSCs in all job functions, except as prohibited in the current version of Ref B.

As mentioned in Ref A, Marine Security Guards are USG employees and provide 24-hour coverage on an on-call or stand-by basis. Therefore, in order to employ a USG employee and to compensate him/her for extra duties requires a waiver from the Department (as coordinated with DS and the USMC) to allow the simultaneous employment. In the event of uniquely critical and exigent circumstances at post and in the absence of available cleared U.S. citizens and/or American family members, as an exception to Ref B, section 6d4, the Department of State may grant authority to a post to employ off-duty MSGs under USPSCs on a limited and voluntary basis, into advertised vacancies.

Such approvals to use MSGs will be granted only in very rare instances for limited time periods when posts are able to provide strong justification pertaining to the urgency of the projects to be completed and the dearth of possibility of obtaining or assigning American staff to perform authorized job functions and personal services. Factors such as emergencies at post, the number of family members at post, and whether the post is an accompanied tour will be taken into consideration.

In accordance with directives from the Marine Security Guard Battalion, under no circumstances, repeat, no circumstances may marines be employed off-duty other than to perform authorized position functions and services. In concern of safety risks and security safeguards, MSGs are prohibited from providing assistance to laborers and/or construction surveillance, except only in exigent circumstances. MSGs may not, repeat, may not perform as courier/courier escorts, regardless of the circumstance (Ref B, section 6d5). Any posts employing MSGs contrary to this policy and without Washington approval must terminate such arrangement(s) immediately.

PROCEDURES FOR REQUESTING APPROVAL

Posts should submit requests for approval of the USPSC employment of off-duty MSGs by cable (para 8c) to your HR/OE/HRM regional post support officer with info to the regional/functional bureau. Posts should note that HR/OE does not have facilities to receive classified cable traffic. As with other USPSCs, posts must request delegation of USPSC authority for the off-duty MSG job functions from HR/OE/HRM, including concurrence from DS/SPC/MSG, and in consultation with M/DGHR/FLO, as required. Not every request will be approved. It must be fully compatible with the MSGs primary function and status at post.

Requests for approval to employ MSGs must include the following information:

A. Description of the exigent circumstances with justification for employing MSGs in a given job function. This should include the availability of cleared American staff, available U.S. citizen family members for employment, use of OBO's "CAG" contract and any efforts made to locate other appropriate staff for the job function.

B. Position statement or description of the proposed job responsibilities.

C. Length of time the exigent circumstances are expected to exist and length of time the services will be needed.

D. Number of employees needed for the job function, proposed duty schedule and location.

E. Description of post plans to ensure that employment of off-duty Marines will not under any circumstances interfere with or detract from the officially designated MSG functions.

F. Certify that post's request has been approved by the RSO and the MSG company commander.

HIRING PROCESS AND PROCEDURES

HR/OE in conjunction with DS and FLO as required, will issue an authorization cable upon approval of the off-duty MSG job function. Employment arrangements for off-duty MSGs are accomplished using a USPSC, on a when-actually employed (WAE) basis. Approval of employment of off-duty Marines must not be confused with authorization of USPSC functions which must be requested and obtained from the employing bureau. Therefore, even if post has authorization for a USPSC function from the employing bureau, a separate authorization following the procedures in this annex is required if one or more off-duty Marines are to be employed.

Posts should coordinate the administrative details of the USPSC arrangements with the bureaus and forward post/bureau certification (para 6) and JF-62s containing the appropriate documentation as a complete package to FSC Charleston for processing.

CLASSIFICATION AND COMPENSATION

Compensation will be set in accordance with the Foreign Service or extended Foreign Service pay schedule. Job functions will be classified on the same basis for MSGs as is done for traditional USPSCs. Incumbents will be paid at step one of grade on either pay schedule unless an exception rate of pay is warranted (Ref D).

In the event that post has experienced extreme difficulties in recruiting for specific job functions, post may seek an exception rate of pay from the bureau Executive Director (Ref D) in justification for a recruitment incentive. Bureaus should refer to part d of Ref D to determine the exception rate of pay and the total compensation for the job function. Such an exception must, repeat, must be granted in advance of execution of the contract. The exception rate is limited to the length of the contract. If approved, the exception rate would apply to all, repeat, all USPSCs (including MSGs) who are performing the same job function at post for which the exception is granted. As a WAE USPSCs, off-duty MSGs are not entitled to any employee benefits, including annual or sick leave. They are subject to U.S. Federal and State Income tax withholding and FICA and medicare contributions. Incumbents will be payrolled through FSC Charleston.

PERSONNEL ACTIONS (Form JF-62)

The personnel action for processing USPSCs (JF-62) must indicate the FP grade level as the authorized classification for the job function to include any additional steps, as applicable. However, upon authorization of an exception rate of pay (as calculated in accordance with part d of Ref D), the new rate must be rounded to the nearest dollar, and highlighted with an asterisk (*) to include step level "00". In addition, the remarks section of the JF-62 must cite the new rate as an "*" exception rate of pay authorized by the bureau/EX/DIR, initials and date)". Post must also certify the authorized exception rate in the contract terms for submission and payroll to FSC Charleston.

TERMINATION

MSGs under USPSCs may be terminated at any time and for any reason by post management, the detachment commander, and/or the MSG company commander, in coordination with HR/OE and DS/SPC/MSG.

OTHER CONSIDERATIONS

A. Posts approved to employ off-duty MSGs must not, repeat, must not "dedicate" jobs to the MSGs. Nor may posts require Marines to accept these off-duty assignments. When the need for work exists, post is still required to conduct a recruitment process in accordance with post procedures and accept applications from all interested parties, giving preference to EFMs and veterans preference eligibles for employment opportunities.

B. As applicable, posts must notify the bureau, DS, and HR/OE of subsequent increases in the number of MSGs that are required to perform a job function.

C. All cable traffic on this subject must bear AFSN and KMSG tags.

Continuation—12 FAM 431 Exhibit 431B

D. Other means of "employing" Marines, such as purchase orders and imprest fund transactions are not, repeat, not to be used.

E. This guidance only applies to the auxiliary employment of off-duty MSGs. It does not apply to service members of other branches of the U.S. Military.

F. This guidance in no way changes the present methods of funding or recruiting for job functions.

QUESTIONS

Questions regarding this policy guidance should be directed to your regional HR/OE/HRM post support officer via email or at Tel: 202-261-8130, Fax: 202-261-8157.

ANNEX C

SUPPORTABILITY CHECKLIST FOR MARINE SECURITY
GUARD DETACHMENT ACTIVATION

References: (a) Memorandum of Agreement between the Department of State and the U.S. Marine Corps
(b) Office of Foreign Buildings' Residential Building Program Guidelines for MSG quarters
(c) Office of Foreign Buildings' Master Guide Specification for MSG detachments
(d) 12 FAH-5
(e) 12 FAH-6 (Secret)
(f) BnO P3501.1E

1. Following is a basic checklist developed to provide assistance to those missions scheduled for activation of a Marine security guard detachment. The references listed above will be helpful in providing guidance on support requirements that must be met prior to the activation of a detachment. This checklist is not all inclusive but will provide the framework for support items that will be reviewed during a joint requirements survey (JRS) which will be conducted by an officer from the appropriate company headquarters in coordination with the regional security officer and/or other mission officials.

2. The purpose of the JRS is as follows:

- a. Validate the mission MSGs will perform per reference (a).
- b. Assess the current status of support requirements.
- c. Determine if the target activation date can be met.
- d. Provide mission officials with additional guidance needed to effect the timely activation of an MSG detachment.

3. The MSG quarters have traditionally been the most difficult support requirement to achieve. Recent experience with detachment activations highlighted the requirement to initiate actions to meet these requirements at the earliest opportunity. The security features of proposed residences must be given the utmost priority. Optimal setback for a Marine residence is 50(+) feet from adjacent streets. All Marine residences must be approved by the company commander prior to the initiation of construction projects or lease agreements.

<u>REQUIREMENTS</u>	<u>SUPPORTED</u>	<u>NOT SUPPORTED</u>
A. Chancery		
(1) Detachment Commander's Office:		
• Adequate space and/or lighting		
• Office furniture (desk, chairs, etc.)		
• Four drawer standard file cabinet		
• Four drawer safe file cabinet (Mosler)		
• Adequate shelf space for required publications	•	•
• Computer/printer comparable and compatible with other DOS offices (with e-mail capabilities)	•	•
• Electric typewriter		
• First aid kit/fire extinguisher		
• Location close to Post 1 (if possible)		
• Telephone services and other misc. office supplies and equipment		
(2) Change/React Room:		
• Weapons and/or ammo safe	•	•
• Change lockers (standing) (1 per Marine)	•	•
• Storage locker with hasp for CS, mace, and ammunition	•	•
• Clearing barrel		
• First aid kit/fire extinguisher		
• Flashlights (durable, rechargeable)		
• Search mirrors (1 per Marine)		
• Radio chargers with applicable power outlets		
• Wall racks and/or hooks to hang react gear	•	•
• Secure (limited access) room, no windows, not exposed to outside wall (if possible)	•	•
• Adequate lighting and space to change into react gear		
(3) Safehaven:		
• Mission specific, dependent upon physical threat ratings		
• Refer to additional reference for more information	•	•
(4) Post One:		
• Refer to Appendix E, MSG Booth, 12 FAH-5		
• Desk top space		
• Selectone system		
• Metal detector (fixed, handheld or both)		
• Local guard support at access point		
• Intercom access/radio communication to local guard position		
• First aid kit/fire extinguisher		
• Mirrors to cover blind spot(s)		
• Wall unit for storage of ID card system and and/or electronic equipment not authorized in CAA (pagers, cell phones, etc.)	•	•
(5) Weapons and/or Ammunition		

Continuation—12 FAM 431 Exhibit 431B

<u>REQUIREMENTS</u>	<u>SUPPORTED</u>	<u>NOT SUPPORTED</u>
<ul style="list-style-type: none"> • Shotguns 870P 12-gauge • (1 per Marine) • Adequate number of multi-purpose grenades (50 ?) • DOS service revolvers and/or M-9 service pistols (1 per Marine) • Adequate quantity/mix of ammo (to include FAMFIRE ammo, if applicable) • Mace and/or pepper spray (Rec. 4 per Marine) • Handcuffs (1 per Marine) and some for general purpose (Flexcuffs) 		
(6) Communications:		
<ul style="list-style-type: none"> • Rechargeable hand-held radios with selcall (1 per Marine and 3 additional for back-up) • Detachment should be provided their own frequency • Base station at Post 1, safehaven (if applicable) and at the Marine BEQ • Mobile Station for Marine react vehicle • Beepers/Pagers (1 per Marine for react capability) • Telephone services at the detachment commander's quarters and at the Marine BEQ at no service cost • Cellular phone for detachment commander and Marines, if applicable 		
B. Marine BEQ		
(1) Location:		
<ul style="list-style-type: none"> • Off main road and as close to the embassy as possible for recall/response capability 		
(2) Physical Security:		
<ul style="list-style-type: none"> • Exterior wall/fence (adequate height to deter access) • Adequate perimeter lighting • Safehaven (if applicable) • 24-hour guard presence (based on threat level) • Grills and/or bars on windows • Mylar coating applied to windows • Hardened doors with locks that limit accessibility • Heavy duty vehicle gate • Setback distance from street • Duress switch annunciating directly to Post 1 	<ul style="list-style-type: none"> • • • • • • • • • 	<ul style="list-style-type: none"> • • • • • • • • •
(3) Bedrooms:		
<ul style="list-style-type: none"> • Adequate size (12' x 12') • One bedroom per Marine • Adequate closet space • Air-conditioning and/or heating 	<ul style="list-style-type: none"> • • • • 	<ul style="list-style-type: none"> • • • •

<u>REQUIREMENTS</u>	<u>SUPPORTED</u>	<u>NOT SUPPORTED</u>
<ul style="list-style-type: none"> • Adequate furnishings (desk, chair, lamp, mirror, bed, dresser, and wall locker) 		
(4) Head Facilities:		
<ul style="list-style-type: none"> • One full head for every two Marines (toilet, sink and shower). Female Marines must have access to private facility. 		
(5) Common Areas:		
<ul style="list-style-type: none"> • Kitchen (freezers, refrigerators, microwave, water filters, stove, appliances, silverware, washer/dryer) 		
<ul style="list-style-type: none"> • Dining room (dishware, china, glasses) 		
<ul style="list-style-type: none"> • Entertainment area for holding Marine functions (bar) 	•	•
<ul style="list-style-type: none"> • Weight room 	•	•
<ul style="list-style-type: none"> • Living room (TV, VCR, and stereo) 	•	•
<ul style="list-style-type: none"> • Adequate storage areas for (mess, bar, MWR equipment) 	•	•
<ul style="list-style-type: none"> • Smoke detectors, fire extinguishers, first aid kits 		
<ul style="list-style-type: none"> • Generator to provide back-up power (if possible) 		
<ul style="list-style-type: none"> • Water storage tanks (if possible) 	•	•
(6) Dedicated Vehicle (REACT)		
<ul style="list-style-type: none"> • Armored (based on threat level at Post) 		
<ul style="list-style-type: none"> • Flashlight, first aid kit, fire extinguisher 		
<ul style="list-style-type: none"> • Radio communication 		
<ul style="list-style-type: none"> • Dedicated driver support and vehicle availability (24-hours) 		
<ul style="list-style-type: none"> • Weapons rack (if applicable) 		
(7) Subsistence		
<ul style="list-style-type: none"> • Source of food identified 		
<ul style="list-style-type: none"> • COLA established 		
<ul style="list-style-type: none"> • Consumable allowance 		
(8) General Post Support		
<ul style="list-style-type: none"> • Banking and currency exchanges 		
<ul style="list-style-type: none"> • Schooling for eligible family members, (what level) 		
<ul style="list-style-type: none"> • Medical/Dental support facilities at the mission 		
<ul style="list-style-type: none"> • Detachment commander quarters should be comparable to other basic quarters available at post (Security requirements will be the same as that provided for other basic quarters available at post.) 		

ANNEX D

**DEPARTMENT OF DEFENSE EDUCATIONAL ACTIVITY
(DoDEA formerly DoDDS)**

DoDEA is the Department of Defense Educational Activity, which establishes the regulations and is responsible for providing education to Department of Defense eligible family members. The vast majority of Marine security guard detachments are located in cities where there are no DoD schools. Therefore, most children will attend local, independent, private schools. The Defense Attache' Office (DAO) Operations Coordinator (OPSCO) is your point of contact at post when you have any questions or concerns with procedures, regulations, or funding. If there is no DAO at your post, DoDEA will be your point of contact. DoDEA activities are divided into three regional offices that are designed to deal with you directly.

1. Department of Defense Dependents Schools **Europe/Middle East/Africa** (Rhein Main, Germany).

Unit 29649, APO AE 09096

Area Superintendent Telephone:

DSN: 338-7614

Civilian: 49-611-380-7614

FAX: 49-611-380-7565 (Civ.); 338-7565 (DSN)

PLA Address: DODDS-E-Region Rhein Main AB GE//Wiesbaden//

2. Department of Defense Dependents Schools **Pacific/Far East/Near East** (Okinawa, Japan)

PSC 556, Box 796

APO AP 96386-0796

Area Superintendent Telephone:

DSN: 645-2242 or 3005

Civilian: 81-98-645-2241 or 3005

FAX: 81-98-876-4263 (Civ); 645-3011 (DSN)

Answer Phone: (1600-0630) 81-98-876-2241 (Civ); 645-2241 (DSN)

3. Department of Defense Schools for **Latin America** (Arlington, VA)

NOTE: As of 1 Oct 1999, information on schools in the Latin American Region can be obtained at the following

Headquarters, Department of Defense Educational Activity (DoDEA)

Office of Dependents Education

4040 North Fairfax Drive (Ballston Metro)

Arlington, VA 22203

Points of Contact: (703) 696-4545 or 7653, ext. 1915 (Ms. Gail Terres)

(703) 696-4545 or 7653, ext. 1925 (Ms. Norma Conway)